



September 1, 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, August 31, 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 August 4, 2026 Subcommittee Meeting

Attachment 1 – Draft Minutes from August 4, 2026 (Pg. 5)

7 Review Potential Maps to be Included in the Forest Management Plan (Pg. 9)

Attachment 1 – Forest Management Plan with Maps (Pg. 11)

8 Review Memorial Grove Program Rules and Regulations Rough Draft (Pg. 29)

Attachment 1 – Memorial Grove Program Rules and Regulations Rough Draft (Pg. 31)

Attachment 2 – Memorial Grove Program Summary (Pg. 35)

9 Committee Member Announcements and Future Agenda Items

- CAL FIRE Forest Health Program Grant Update
- Huffman Appropriation Update
- Next FMP Subcommittee Meeting: October 6, 2026 @ 4:30pm
- Next MCF Committee Meeting: September 15, 2026 @ 5:30pm
- Next TICS Subcommittee Meeting: September 22, 2026 @ 5:15pm

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

Posted 5:00 p.m. on August 27, 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.

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**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
FOREST MANAGEMENT PLAN, FUNDING, AND BUDGET SUBCOMMITTEE HELD ON TUESDAY,
AUGUST 4, 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 4:31 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
Jess Elm, MCSD Environmental Programs Coordinator
Patrick Kaspari, MCSD General Manager
Jennifer Ortega, Committee Member

Subcommittee members absent:
Joel Rink, Committee Member

Subcommittee members attending remotely via Zoom:
Maya Conrad, Subcommittee Vice Chair

- 2. Pledge of Allegiance:** The Pledge of Allegiance was led by Jess Elm.

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:** Jennifer Ortega

Roll Call: Ayes: Kevin Creed, Jess Elm, Patrick Kaspari, Jennifer Ortega

Nays: None

Absent: Maya Conrad, Joel Rink

Motion Summary: Motion passed.

5. Public Comment and Written Communications

There was no public comment.

6. Review and Approval of Minutes from June 2, 2026 Subcommittee Meeting

Motion: It was moved to approve the June 2, 2026 meeting minutes.

Motion by: Jennifer Ortega **Second:** Patrick Kaspari

Roll Call: Ayes: Kevin Creed, Jess Elm, Patrick Kaspari, Jennifer Ortega

Nays: None

Absent: Maya Conrad, Joel Rink

Motion Summary: Motion passed.

7. Discuss Memorial Grove Program in the McKinleyville Community Forest

Item presented by Jess Elm, Environmental Programs Coordinator. She recommended that the Forest Management Plan (FMP) Subcommittee begin establishing an official Memorial Grove Program within the McKinleyville Community Forest (MCF). Subcommittee members discussed logistics and considerations and requested Staff to make a Rough Draft of the Rules and Regulations that would be used to regulate the MGP, and to bring the Rough Draft back to the FMP Subcommittee 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. Discuss Outreach and Coordination with the Humboldt County Sheriff's Office on McKinleyville Community Forest Patrols

Item presented by Jess Elm, Environmental Programs Coordinator. She recommended that the FMP Subcommittee discuss the potential next steps regarding conversations on outreach and coordination with the Humboldt County Sheriff's Office on patrolling the MCF. This is due to the increased number of motorized vehicles that do not fall under Class 1 and Class 2 ebikes riding in the forest, along with trash dumping, and the building of encampments.

The Subcommittee commented, discussed, and asked clarifying questions.

There was no public comment.

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

9. Discuss Potential Educational Partnership with McKinleyville High for Research in the McKinleyville Community Forest

Item presented by Jess Elm, Environmental Programs Coordinator. The FMP Subcommittee began conversations on creating a potential partnership with McKinleyville High to conduct research within the MCF. Subcommittee members gave ideas on potential projects for students to participate in within the MCF and reviewed Kevin Creed's discussion points.

The Subcommittee commented, discussed, and asked clarifying questions.

There was no public comment.

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

10. Committee Member Announcements and Future Agenda Items

- CAL FIRE Forest Health Program Grant Update
- Huffman Appropriation Update
- Next FMP Subcommittee Meeting: September 1, 2026 @ 4:30pm
- Next MCF Committee Meeting: August 18, 2026 @ 5:30pm
- Next TICS Subcommittee Meeting: August 25, 2026 @ 5:15pm

11. Adjournment

Meeting Adjourned at 5:45 p.m.

Jess Elm, Environmental Programs Coordinator

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McKinleyville Community Services District

FOREST MANAGEMENT PLAN, BUDGET & FINANCE SUBCOMMITTEE

September 1, 2026

TYPE OF ITEM: **ACTION**

ITEM: 7 **Review Potential Maps to be Included in the Forest Management Plan**

PRESENTED BY: **Jess Elm, Environmental Programs Coordinator**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends the Subcommittee review the information provided, take public comment, and discuss if they would like the selected maps included in the Forest Management Plan (FMP).

Discussion:

McKinleyville Community Services District (MCSD) Staff were requested by the Forest Management Plan/ Funding/ Budget (FMPFB) Subcommittee to review the Framework Plan and the California Forest Improvement Program (CFIP) document, both of which were created by BBW, along with any other relevant documents, to determine which maps would be appropriate to include in the FMP. After review of those documents, Staff would like the FMPFB Subcommittee members to review the maps selected (**Attachment 1**) and see which maps they believe would be applicable. Staff would also like to point out to the Subcommittee that Maps 2, 3, 5, and 6 do not include the Gwinn addition. If any of those maps are selected to be used in the FMP document, the maps would be updated to accurately include this section of the forest that was acquired after these maps were originally created.

Alternatives:

Take No Action

Fiscal Analysis:

None

Environmental Requirements:

None

Exhibits/Attachments:

Attachment 1- Forest Management Plan with Maps

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MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

DRAFT MCKINLEYVILLE COMMUNITY FOREST MANAGEMENT PLAN

Produced by: Management/Planning/Finance/Budget Subcommittee

Reviewed by: Community Forest Committee (April 21, 2026)

Approved by: MCSD Board of Directors (pending, date TBD)

Commented [KM1]: Staff are waiting for the Trails Plans competition to bring both to the MCSD Board.

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Background

What started as a vision and commitment by McKinleyville community leaders in 1995 to acquire a McKinleyville Community Forest (MCF) was realized by the McKinleyville Community Services District (MCSD) in January 2024. MCSD's acquisition of 599 acres of forest land from Green Diamond Resource Company (GDRCo) was made possible through a partnership with Trust For Public Lands (TPL) and funding from California Natural Resource Agency's Recreational Trails and Greenways Grant Program. The MCF borders the McKinleyville community on the east side between Murray Road in the north and Hunts Drive to the south.

The MCF is intended to serve multiple purposes including: public access and recreation; sustainable timber production; fish and wildlife habitat conservation; fire management; education and research; and soil and watershed protection. A fundamental premise of community forestry is that these purposes are not mutually exclusive and can be achieved through thoughtful, long-term stewardship.

This Forest Management Plan (FMP) establishes the overall framework for how the MCF will be managed over time. It describes governance structure, community engagement processes, recreation planning, and the development and prioritization of projects. The FMP guides implementation by MCSD, its advisory committees, and the broader community.

The FMP builds upon the technical foundation provided in Appendix a., the McKinleyville Community Forest Framework Plan (Framework Plan), prepared by BBW & Associates. The Framework Plan provides a detailed assessment of baseline environmental conditions, forest inventory and stand structure, and recommendations for forest management practices.

While the Framework Plan focuses on what is known about the forest and provides recommendations for how it can be managed from a technical perspective, this FMP focuses on how those recommendations will develop, evolve and be applied over time through governance, project planning, and community involved decision making. This FMP delineates how the McKinleyville Community Services District (MCSD), along with broad community-represented participation will plan, implement, and evaluate the development. The major overarching goals that guide that development are presented below. Each of the sections of this plan contains more specific goals, each of which relate back to one or more of the major goals.

Roles and Responsibilities

Management of the McKinleyville Community Forest is governed by the MCSD Board of Directors. MCSD staff, primarily the Parks and Recreation Department, are responsible for implementing programs and projects in the MCF and coordinating with the McKinleyville Community Forest Committee.

Appointed by the MCSD Board of Directors, the McKinleyville Community Forest Committee (MCFC) is an advisory board comprised of MCSD Board and staff members, natural resource and forestry professionals, members of the public, an appointee of the McKinleyville Municipal Advisory Committee (MMAC), and an appointee from the MCSD Park and Recreation Committee (PARC). The MCFC was established in July 2024 and has

Commented [JE2]: Location map

Commented [JE3R2]: Topographic Boundary: Map 1
BBW or Map 2 BBW

Commented [JE4R2]: Or CFIP Location map

regular public meetings. The purpose of the MCFC is to review community forest management-related issues and to make recommendations to the MCSD Board of Directors. From time to time, the MCFC may form ad hoc or standing Subcommittees to address items pertaining to the MCF. Additional information on these committees can be found on the MCSD website.

Upon inception of the MCFC, two subcommittees were formed to address two major areas: 1) the Forest Management Planning and Funding/Budget Subcommittee (FMP); and 2) the Trails, Infrastructure, Cleanups, and Security Subcommittee (TICS). The FMP developed this document, the Community Forest Management Plan, which proposes major goals for community forest management. The FMP is meant to be a living document that shall be reviewed every five years and updated as needed. The FMP has also identified and evaluated funding options and budgeting. As warranted, the Subcommittee forwards proposals to the MCFC.

The TICS Subcommittee's main goal is to create a Trail Plan for the McKinleyville Community Forest. In short, the scope of the trails plan is to:

- Identify the various MCF user groups and their respective needs.
- Develop a process for review and approval of the development of new trails and maintenance of existing trails.
- Identify candidate projects to improve usage of the MCF and infrastructure.
- Develop a trails designation and map systems.

In addition, TICS develops and maintains a MCF potential projects list. These in turn are forwarded to the FMP Subcommittee for fiscal, logistical and priority assessment. Thereafter, the prioritized candidate projects are forwarded to the MCFC for review and, as required, forwarded to the Board for approval.

Major Goals

The overarching goals of this plan are summarized below in no particular order. All goals are equally vital to the success of the McKinleyville Community Forest.

1. Develop a diverse, sustainable community forest.
2. Promote biodiversity throughout the forest, focused on native species, and mature timber stands.
3. Develop the MCF to provide safe access for a diverse range of users and activities.
4. Develop an educational component that includes cross-cultural, multimodal, and cross-demographic curricula.

5. Develop and maintain a collaborative working relationship with multiple public safety response organizations such as Humboldt County Sheriff's Office, CAL FIRE, Arcata Fire Protection District, etc.
6. Reduce the potential negative environmental impacts of roads, trails, and invasive species.
7. Implement infrastructure improvements that minimize the environmental impacts and support access and usage of the forest.
8. Establish and maintain a strong, diverse financial base that sustains future forest management.
9. Develop and implement hazardous fuel reduction projects to reduce the risk of wildfire.

Public Access, Infrastructure, and Recreation

One of the primary reasons the MCSD pursued the acquisition of the MCF is to meet the growing demands for trails and expand recreational use in McKinleyville.

The McKinleyville Community Plan and Humboldt County Trail Plan both describe the long-term goals of providing additional trails in the forested hills east of McKinleyville. The new MCF acquisition allows for a trails plan to now be developed and implemented that will provide for managed recreational uses. The MCF will improve the quality of life for area residents and visitors by providing recreational opportunities.

Commented [JE5]: Trails map

Commented [JE6R5]: Map from MCSD website

Recreational facilities will be designed to be compatible with adjacent land uses, forest stewardship, resource conservation, and timber operations within a working forest. To that end, the goals below will be the guide for further development of the MCF for recreational access and use.

The TICS Subcommittee will develop a list that captures projects for recreation, infrastructure, and access/security improvements. This will be an ongoing list that suggests possible project priorities and estimated costs.

Once the priority projects are selected and the commensurate funding secured, the projects will be implemented by either MCSD staff and/or contractors and, in some cases, by volunteer organizations coordinated through MCSD.

Public Access, Infrastructure, and Recreation Goals

- a. Improve existing roads specifically to protect watercourse crossings, minimize erosion and sediment runoff.
- b. Further develop and improve the existing roads and trails network to support multiple access points, diverse recreational usage, timber management, emergency access/operations.
- c. Develop trail classification and signage system to minimize safety risks and the potential conflicts between different user groups.

- d.** Develop key access points to include:
 - i. Parking area that can accommodate horse trailers
 - ii. Restrooms
 - iii. Picnic tables
 - iv. Information boards with MCF 'You Are Here' maps and emergency procedures
 - v. Trash/recycling receptacles and dog waste bag dispensers
- e.** Identify and characterize different user groups and their respective needs such as:
 - vi. Hikers/walkers/runners/dog walkers
 - vii. Users with limited mobility and/or needing accommodation
 - viii. Equestrians
 - ix. Cyclists/mountain bikers
 - x. School education groups
 - xi. Tribal, Indigenous groups
 - xii. Environmental researchers
 - xiii. Emergency response agencies
- f.** Assess feasibility of installing a potable water system to provide sanitary support to restrooms as well as drinking water.
- g.** Maintain compliance with the State Natural Resource Agency's prohibition of motorized vehicle use in the MCF.

Achievement of these goals can be realized through actions of MCSD staff, the MCSD Board of Directors and efforts of the members of the MCF Committee, and the TICS and FMP Subcommittees. In addition, various volunteer organizations will also play an invaluable role in achieving these goals.

Trails are and will continue to be a key recreational asset of the MCF. The TICS is charged with developing a Trail Plan for the MCF. The scope of this plan will include at least the following:

- a.** Identification of the various MCF user groups and their respective needs for access to and use of the trails, both multi-use trails as well as user group-specific trails;
- b.** Establishment of a process for planning, locating, designing, constructing, and maintaining trails;
- c.** Incorporation of recognized standards for access and accommodation, and sustainable trail design, construction, and maintenance;
- d.** Development of a trails designation and signage system; and,
- e.** In collaboration with local emergency response agencies, designation of emergency access points, medical evacuation points (both via land and air).

Forest Stewardship

Forest Stewardship refers to the responsible planning and management of forest resources to sustain and enhance their ecological, economic, and social values over time. It emphasizes long-term care of the land, promoting biodiversity, supporting ecosystem services, and integrating sustainable use with conservation.

Forest practices will protect, maintain, and/or restore the aesthetics, vitality, structure, and functioning of the natural processes, including fire, of the forest ecosystem and its components. (ref. Institute for Sustainable Forestry, ISF).

The forest stewardship practices will also be integrated and compatible with recreational uses of the MCF, as well as periodic commercial timber harvesting.

Commented [JE7]: Timber map

Commented [JE8R7]: Manageable stands Map 8 BBW

Forest Stewardship Goals

- a. Add value to the property through application of single tree selection silviculture which allows for development of mature forest conditions over time and into perpetuity.
- b. Provide for a well-designed and maintained system of roads for the purpose of recreational trails, timber harvesting, and emergency response access.
- c. Plan and implement restoration projects including fish and wildlife habitat and water quality improvement.
- d. Reduce environmental effects of invasive species.
- e. Reduce impacts of roads and trails to water quality of both riparian and aquatic habitat.
- f. Provide educational, research, and recreational opportunities.
- g. Utilize revenue from timber harvest, grant funding, and other sources to supplement forest management and maintenance costs and improvements.

Community Involvement

This will be an inclusive process that attempts to ensure that the values, concerns, and wishes of the broadest cross section of the community has an opportunity to be heard. The ongoing successful development of the MCF depends on the active involvement of a broad cross section of McKinleyville community members. Participation in the development process is the most effective means by which community members can contribute and ensure that their opinions, recommendations and concerns are heard by the various committees and the MCSD Board of Directors. The Committee and Board meetings are open to the public and offer an opportunity to give verbal comments on agenda items. In addition, individuals are encouraged to submit written comments for more extensive and/or complex viewpoints.

Active community involvement will positively contribute to the development, characteristics, priorities, and usage of the McKinleyville Community Forest, both in the short and long term.

Community involvement includes, but is not limited to:

- a. Attending public meetings and participating in the public input process.
- b. Developing a familiarity with the MCSD Community Forest webpages: McKinleyville Community Forest
- c. Developing a familiarity of the MCF by accessing the community forest map
- d. Encouraging fellow community members to become informed and get involved.
- e. Joining volunteer organizations/efforts actively involved with the MCF.

Community Involvement Goals

- a. Promote use to the forest for Native people participating in traditional practices, such as gathering native plants.
- b. Engage with local Native tribes and groups to provide input in forest management.
- c. Actively promote volunteerism that benefits the environmental health, enhances recreational use, and provides additional resources for forest management.
- d. Increase public awareness and understanding of community-based forestry.
- e. Seek partnerships with local schools and community groups for training opportunities.
- f. Encourage public input through efforts such as, but not limited to, meetings and surveys.

Public Safety

Entry into any forest is not without some safety risks, both naturally occurring and human behavior-based. The overall goal is to minimize to the greatest extent practicable the risks posed by foreseeable safety issues within the MCF such as:

- Illegal trespassing, camping, trash dumping, campfires, and fireworks;
- Unauthorized motor vehicle use;
- Illegal hunting, fishing, and firearm use;
- Forest management activities, e.g., fuels reduction efforts, timber harvest
- Wildland/forest fires;
- Trail use conflicts/accidents;
- Illegal trail construction or modifications to existing trails;
- Falling tree hazards; and,
- Potentially dangerous wildlife encounters.

MCF users are encouraged to adopt specific safety practices which help reduce risk to themselves and other forest users including:

Forest Safety Practices:

Before entering the McKinleyville Community forest be sure to:

- Have your cell phone fully charged.
- Have a community forest map either downloaded or hard copy.
- Tell someone where you are going and when you expect to return.
- Take water (for yourself and dog(s)) and snacks.
- Check weather conditions.
- Wear appropriate clothing.

Public Safety Goals

- a. Encourage safety to be the top priority for users of the McKinleyville Community Forest.
- b. MCSD to cooperatively work with federal, state, and county agencies and non-governmental organizations to integrate fire prevention and suppression resources and develop and implement hazardous fuel reduction projects to reduce the risk of wildfire.
- c. MCSD and Humboldt County Rules and Regulations prohibiting such activities will be enforced.
 - i. Illegal dumping
 - ii. Camping
 - iii. Hunting
 - iv. Leash law violations
 - v. Littering
 - vi. Use of unauthorized motorized or electric vehicles (Only class 1 & 2 e-bikes allowed)
 - vii. Unauthorized fires
 - viii. Firearms
- d. Develop and post evacuation plans and evacuation routes in consultation with applicable agencies.
- e. Develop emergency access for fire trucks, law enforcement vehicles, helicopters, ambulances, etc.
- f. Provide signage for trail closures or detours for areas that are inaccessible to the public during specific times.

Commented [JE9]: Fire Risk Map 12 BBW

Specific actions that MCSD will do towards the public safety goals are:

1. Safe Access and Use

- a. Maintain trails, access roads, and infrastructure to minimize hazards.
- b. Install and maintain proper signage to orient users, designate trail uses and highlight hazards.
- c. Design trails and access points to allow emergency vehicle access where appropriate.

2. Fire Risk Reduction

- a. Implement fuel reduction strategies (e.g., thinning, removal of ladder fuels, shaded fuel breaks).
- b. Coordinate with local fire agencies (CAL FIRE, Arcata Fire) to develop a wildfire response plan.
- c. Educate the public on fire prevention and restrictions (e.g., no campfires, smoking policies).

3. Hazard Tree Management

- a. Prioritize hazard tree mitigation in areas of high public use or visitation.

4. Emergency Response Preparedness

- a. Develop and post emergency response protocols and contact information at trailheads.
- b. Assign GPS-located emergency access points to aid first responders.
- c. Maintain clear, accessible communication with local law enforcement, fire, and EMS.

5. Address Illegal or Unsafe Activity

- a. Coordinate with Humboldt County Sheriff's Office to monitor and deter illegal camping, dumping, vandalism, and other unsafe activities.
- b. Explore non-enforcement-based safety options (e.g., community patrols, stewardship volunteers).

6. Public Health and Sanitation

- a. Install and maintain trash receptacles and pet waste stations.
- b. Require equestrians to remove horse manure from parking areas.
- c. Consider provision of restrooms or sanitation stations at main trailheads.

7. Visitor Education

- a. Provide clear information on forest rules, trail etiquette, and safety tips at trailheads and online.

Education

An educational component will be vital in bringing clarity of forest use rules and respectful etiquette in order for the community members to fully appreciate the beauty, diversity, and complexity of the MCF ecosystem, as well as the benefits and responsibilities of having access to the MCF.

Education Goals

- a.** Provide opportunities for involvement with local schools, higher education, and other educational groups.
- b.** Engage the community through docents and naturalist guided walks, and interpretive signage, to build awareness of shared responsibility for forest health and safety.
- c.** Increase awareness and appreciation of cultural heritage and Traditional Ecological Knowledge (TEK) by working with local Tribes.
- d.** Promote and utilize digital platforms to increase understanding of the MCF.
- e.** Promote a sense of responsibility within users of the MCF through educational opportunities.

Project Planning and Management

MCF project proposals originate at the staff, Committee, and/or Subcommittee level. Each project proposal is subject to review and assessment for a number of possible administrative oversight and/or permitting requirements plus fiscal and budgetary impact. This starts with an internal MCSD review for:

- a.** Feasibility and scope of work
- b.** Sequencing: Is the project a prerequisite to other projects or is there a prerequisite project that must be completed first?
- c.** Funding availability – if grant funded confirmation that the project qualifies for the grant.
- d.** Discretionary projects that could have a physical effect on the environment are subject to CEQA review. Generally, MCSD will be the lead agency for CEQA, but it is possible that projects that are part of the CFIP FMP are already covered by CAL FIRE’s programmatic CEQA documents (e.g. construction of shaded fuel breaks).
- e.** Subject to review, oversight and/or permitting by external agencies such as:
 - i. CAL FIRE
 - ii. California Department of Fish and Wildlife
 - iii. U.S. Fish and Wildlife Service
 - iv. Regional Water Quality Control Board
 - v. NOAA Fisheries
 - vi. Humboldt County
 - vii. U.S. Army Corps of Engineers
 - viii. North Coast Unified Air Quality Management District
- f.** The feasible projects are then added to the Parks & Recreation Capital Improvement Plan (CIP) budget, which is a rolling multi-year budget, scheduled out for 10 years and revised annually (typically in January) as part of the District’s annual budgeting process. A draft version of the CIP Budget is

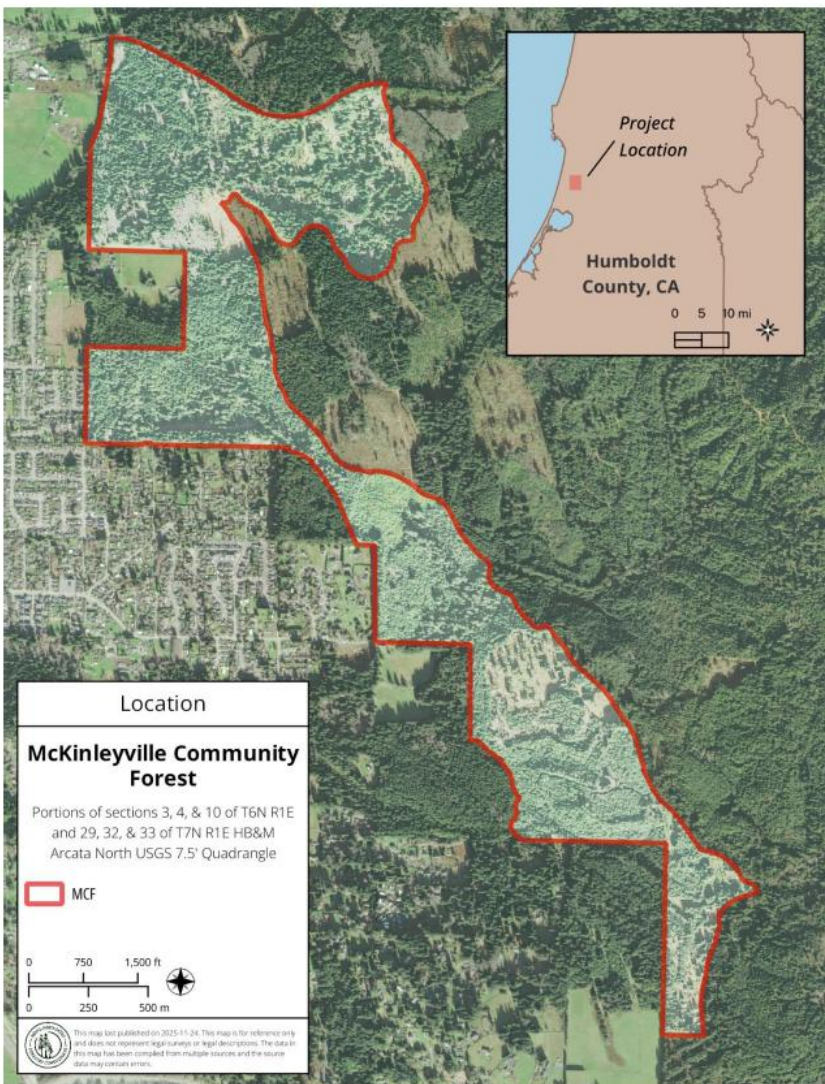
taken to the MCSD Board for review in February and approved with the final budget in June of each year.

- g.** CIP projects are classified as projects that cost over \$5,000 and have a useful life over 1 year. All major CIP projects should be part of the CIP and scheduled out. The priority of the projects may change from year to year based on available funding and other factors.
- h.** After the project budget is approved for the fiscal year in which it occurs, it will proceed as any typical project, with the initial design and permitting as required, including solicitation of Professional Services as required. Contracts in excess of \$75,000 need to be approved by the MCSD Board. Upon final design and permitting, the construction of the project also generally must be advertised and awarded per California Public Contract Code and the Districts Procurement Policy.
- i.** Projects performed by volunteer labor generally follow the same scenario, with the required CEQA and other permitting, and design work completed as required, however construction services do not need to follow the typical procurement process.

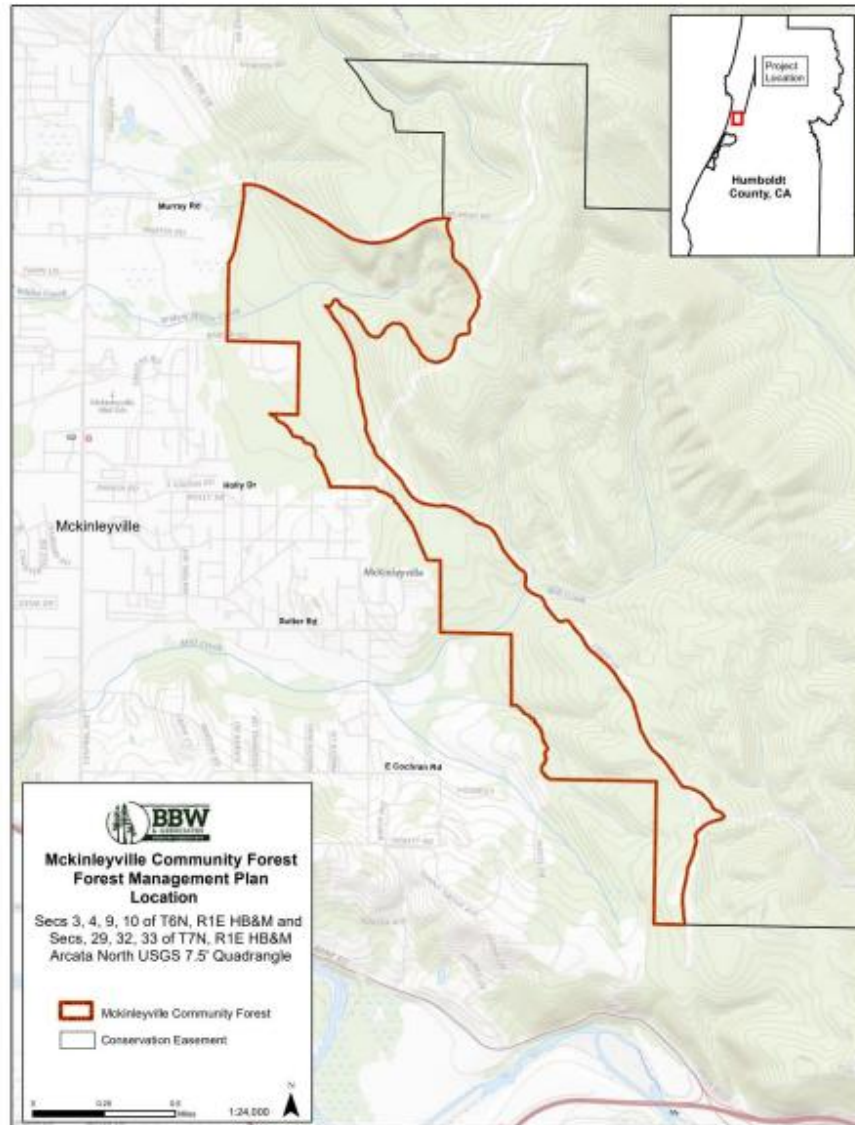
Appendices

- a.** McKinleyville Community Forest Framework Plan, October 2021
- b.** Trail Plan (under development)
 - i. Trails plan (existing, maintenance, planned)
 - ii. Invasive Species Eradication Plan (forth coming)
- c.** Maps

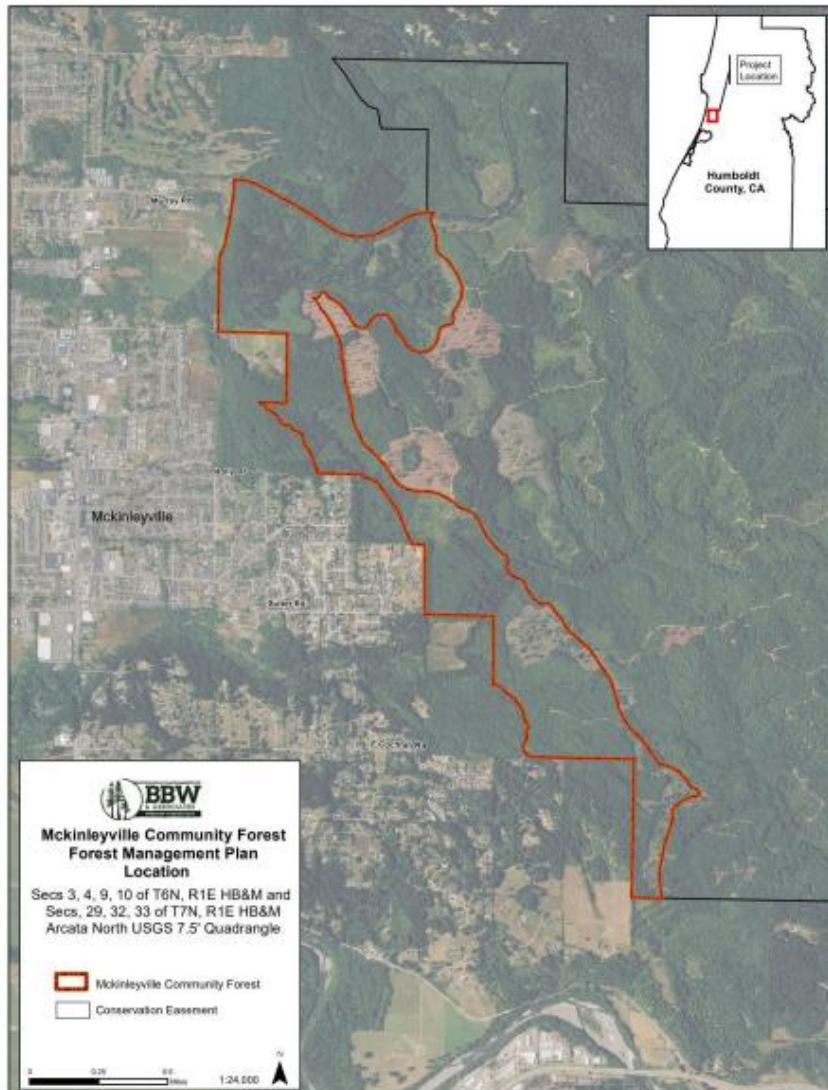
1. Location Aerial Map- CFIP



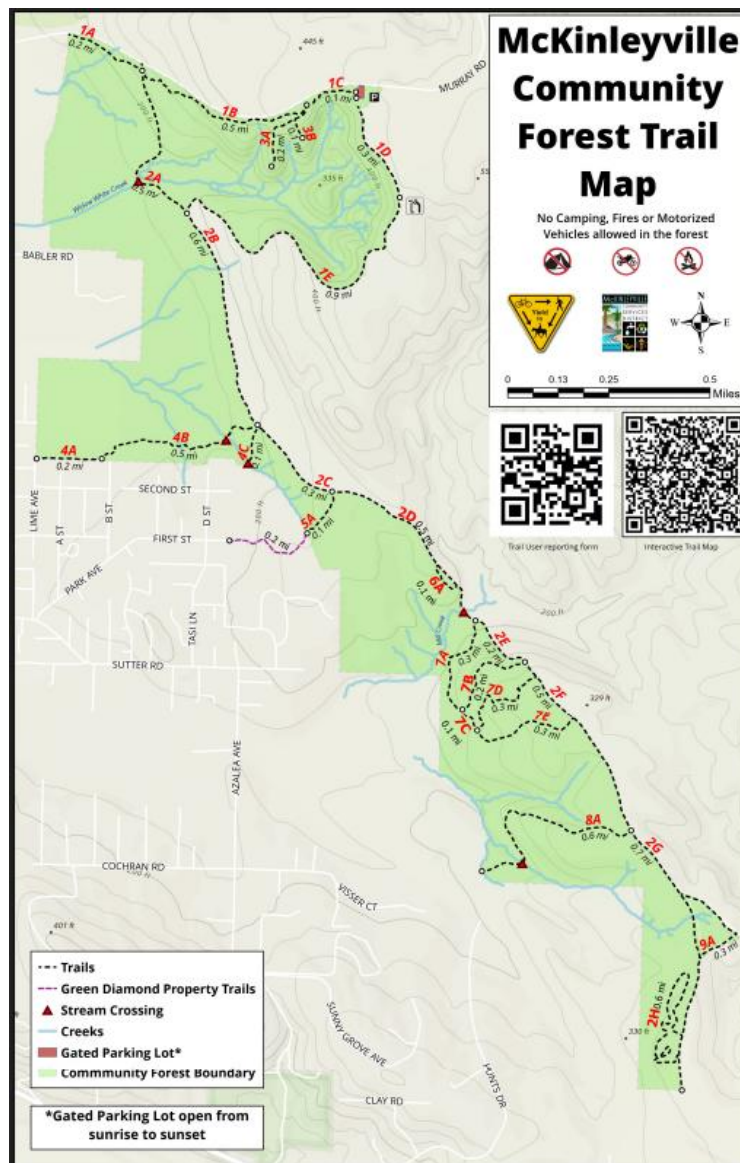
2. Location Topographic Map- Framework Plan



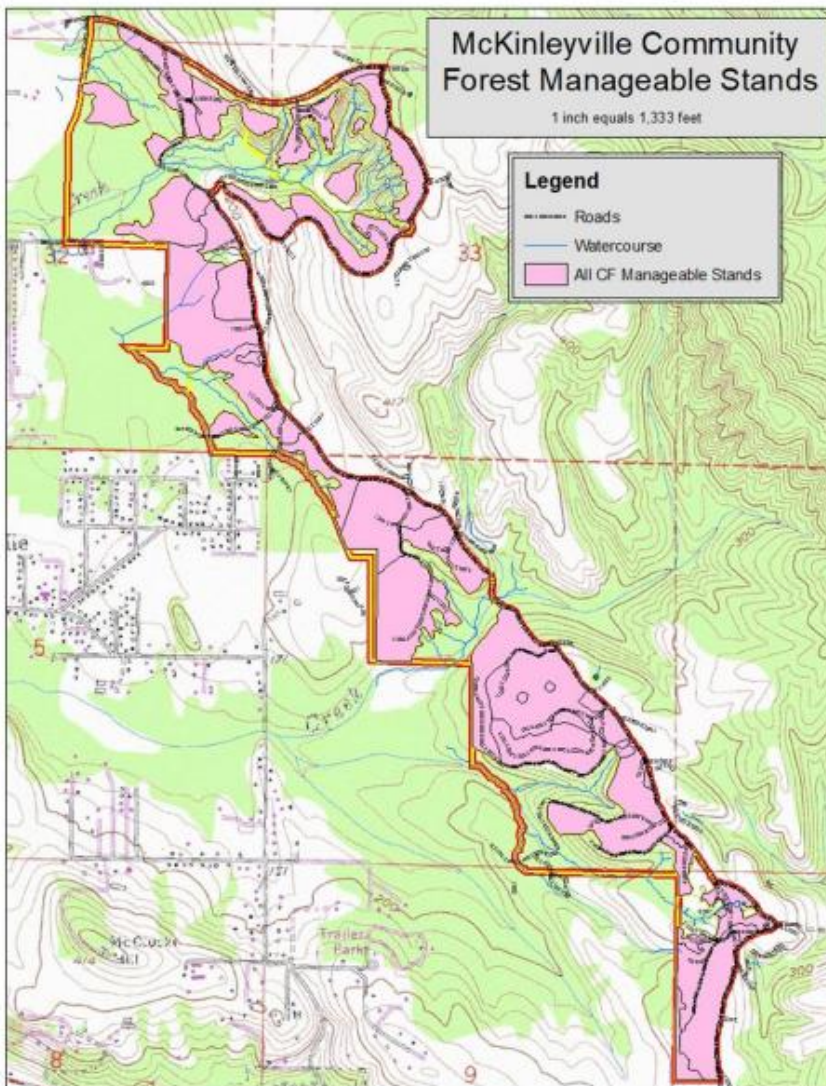
3. Location Aerial Map- Framework Plan



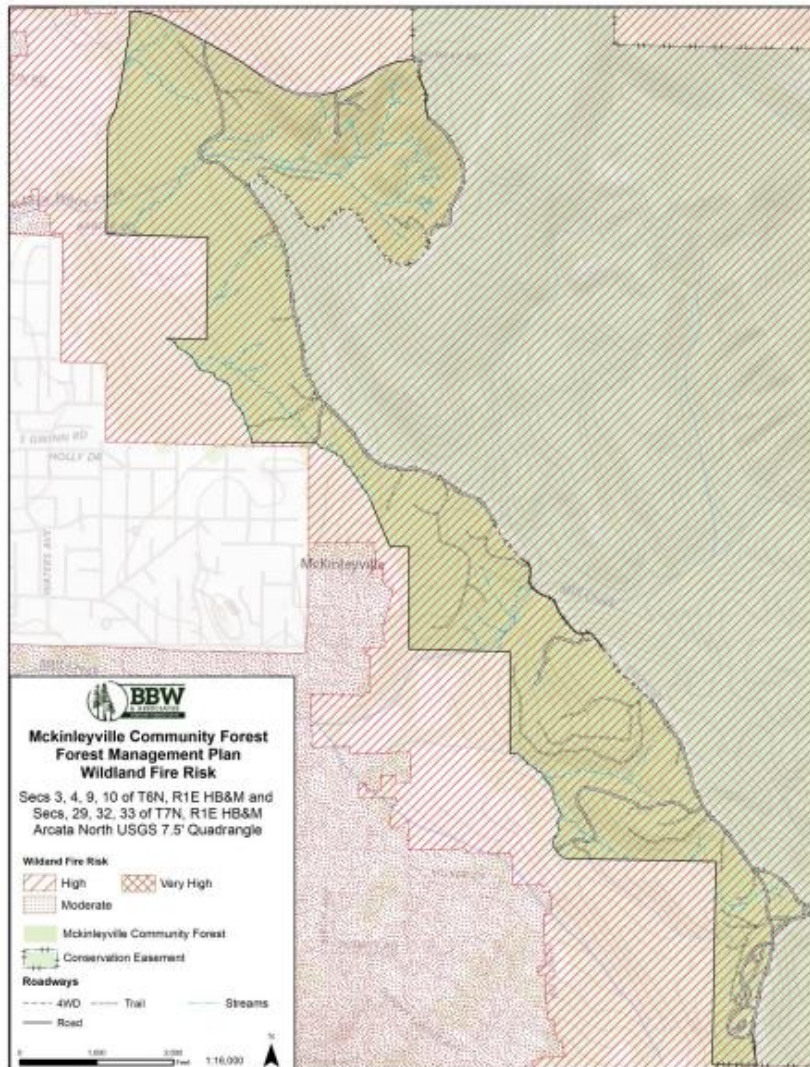
4. Trails Map- MCSD Website



5. Manageable Stands- Framework Plan



6. Wildland Fire Risk in and Near MCF Map- Framework Plan



McKinleyville Community Services District

FOREST MANAGEMENT PLAN, BUDGET & FINANCE SUBCOMMITTEE

September 1, 2026

TYPE OF ITEM: **INFORMATION**

ITEM: 8 **Review Memorial Grove Program Rules and Regulations
Rough Draft**

PRESENTED BY: **Jess Elm, Environmental Programs Coordinator**

TYPE OF ACTION: **Information**

Recommendation:

Staff recommends the Subcommittee review the information provided, take public comment, and discuss the Rules and Regulations Rough Draft Memorial Grove Program (MGP) for the McKinleyville Community Forest (MCF).

Discussion:

At the Board meeting that took place on July 2, 2026, the Board reviewed the MGP Summary document and agreed they would like to establish a MGP for the MCF (**Attachment 2**). Many of the questions that the Board brought up were similar to those questions that the Forest Management Plan/ Funding/ Budget (FMPFB) Subcommittee and the McKinleyville Community Forest Committee (MCFC) asked, such as whether the locations of the groves should be pre-identified, what could the donation money be used for, what limitations on the other uses of the forest would be established by the groves, etc. The Board agreed that the \$25k cost was appropriate.

Since the Board has agreed that they would like to establish a MGP, the FMP Subcommittee members requested Staff to create a MGP Rules and Regulations Rough Draft (**Attachment 1**). Staff would like the Subcommittee to review the Rough Draft created, suggest edits that can be made in real time to the document, and continue to discuss the logistics of what establishing such a program would take.

Alternatives:

Take No Action

Fiscal Analysis:

None

Environmental Requirements:

Not applicable at this time.

Exhibits/Attachments:

Attachment 1 – Memorial Grove Program Rules and Regulations Rough Draft

Attachment 2 – Memorial Grove Program Summary

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POLICY FOR A MEMORIAL GROVE IN THE McKINLEYVILLE COMMUNITY FOREST

POLICY PURPOSE

This Policy establishes a process and criteria for the consideration of requests for establishing a Memorial Grove through a donation of \$25,000 per acre, up to three acres of the McKinleyville Community Forest which will be dedicated to help restore the forest for future generations while honoring an individual, family, community member or other appropriate entity.

POLICY STATEMENT

It is the policy of the McKinleyville Community Services District (District) to provide a process for consideration of establishing a Memorial Grove within the McKinleyville Community Forest (MCF). The McKinleyville Community Forest is a public place and as such establishing a grove bestows some measure of value. Establishing a grove should be applied in order to bestow this value across all sectors of our community with attention to representation of under-represented communities including but not limited to local tribes. To this end the District supports consideration of grove requests according to the following guidelines and criteria. Funds donated through the program will be deposited into the Humboldt Area Foundation (HAF) and directed to the MCF. Any interest earned on donated funds held by HAF will also be used to support the forest.

Commented [JE1]: Does this apply?

DEFINITIONS

The term "grove" shall be one (1) to three (3) acres of land within the McKinleyville Community Forest which is operated or controlled by the McKinleyville Community Services District.

GUIDELINES & CRITERIA

1. Process for Naming New Facilities

- 1.1. Facilities shall be named at least 30 days before the facility is open for operation.
- 1.2. The District shall create a Naming Committee which will publicly solicit proposals for naming new facilities from community resident(s), the Wiyot Tribe, and other local Tribes, business owner(s), organization(s) or property owner(s).
 - 1.2.1. Proposals shall be made in writing and shall be consistent with the criteria referenced in Section 4 of this Policy.
- 1.3. From the submitted proposals, the Naming Committee will develop a list of up to three possible names for a new facility to present to the Board of Directors for consideration and public comment.
- 1.4. The District shall hold a minimum of one public hearing to receive public comments on names proposed by the Naming Committee.
- 1.5. Naming of District facilities shall be executed by the District Board of Directors via Resolution.

Commented [JE2]: Not sure how much of this would still be relevant since we should have some rules on the naming to keep them appropriate.

2. Process for Renaming Existing Facilities

- 2.1. A request to rename a District facility may be initiated by one or more McKinleyville resident(s), business owner(s), organization(s), member(s) of a tribal community, property owner(s) or by the MCSD Board of Directors using the Application for Commemorative Naming and Dedication of McKinleyville Community Services District Facilities. The Application shall include letters of support, articles, documents, and other evidence demonstrating broad based community support for the Application.
- 2.2. The Application shall identify the District facility, state the reason(s) for the proposed name change and specify the proposed name.

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- 2.3. The General Manager and/or designated District staff will review the Application and determine if it is consistent with the Naming Policy. If consistent the Application will be forwarded to the District Board of Directors for review and consideration.
- 2.4. Applications that are determined by the General Manager to be incomplete, without sufficient support, or that are otherwise inconsistent with the Policy will be returned to the applicant together with a written explanation for the return. The applicant may resubmit the Application at any time with new or additional information to correct insufficiencies identified by the General Manager.
- 2.5. All decisions with respect to the renaming of District facilities will be at the discretion of the District Board of Directors, which shall determine whether a District facility or portion thereof should be renamed.
- 2.6. Naming/Renaming of District facilities shall be executed by the District Board of Directors via Resolution.

3. Process for Naming/Renaming portions of a District Facility

- 3.1. The process outlined in Section 2 above shall be followed.
- 3.2. Areas within a District facility may be named or renamed as referenced in Section 4 of this Policy entitled "Criteria to be used in Naming All District Facilities" shall be followed.
- 3.3. Plaques or other appropriate types of markers may be used when an area or portion of a District facility is named or renamed.
- 3.4. The costs of plaques or markers and/or the replacement of signs resulting from or done in conjunction with the dedication or commemorative naming/renaming of an area will be borne by the individual, group or organization requesting the name.
- 3.4.1. The design, type and/or style of plaques, markers and/or signs must be approved by the District prior to installation.

4. Criteria to be used in Establishment of a Memorial Grove: Priorities to be considered in establishing a Memorial Grove shall be as follows:

- 4.1. Memorial Groves will be in the McKinleyville Community Forest and be acquired through a donation of \$25,000 per acre, up to three acres.
- 4.2. The donation for acquisition will be dedicated to help restore the forest through maintenance, etc.
- 4.3. The dedication of the Memorial Grove can be for honoring an individual, family, community member, or other appropriate entities with approval from the Board.
- 4.4. 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 District Board of Directors for approval.
- 4.5. A written agreement between the donor and the District shall delineate the details of the establishment of a specific Memorial Grove as funded by the donor.
- 4.6. Potential donors should reach out to District Staff to develop a Memorial Grove proposal. The proposal will be submitted to the McKinleyville Community Forest Committee (MCFC) for review. Following its review, the MCFC may deny the proposal or recommend it to the District Board for consideration. The District Board will then review the proposal and has the authority to approve or deny it. Upon Board approval, arrangements for receiving and depositing the donation will be finalized.
- 4.7. Naming of a memorial grove shall be in accordance with District applicable policies/ordinances.
- 4.8. Memorial grove requests will be processed in the chronological order in which they are received.
- 4.9. Potential memorial grove sites shall not be predetermined by District. (see individual memorial grove section parameters below)

Commented [JE3]: Not sure if this word would be the most accurate for what is being conveyed.

Commented [JE4]: Elaborate what the funds will be going towards

5. Dedication Signage:

- 5.1. The cost of purchasing and installing the sign will be deducted from the minimum \$25,000 donation; the balance of the minimum \$25,000 donation will remain in the HAF and can be used at the discretion of the District in the MCF.
- 5.2. Sign (style, size, font, wording, materials to be determined by the District)
- 5.3. Additional Memorial Grove amenities, e.g., bench and/or plaque, can be purchased at an additional cost.

6. Individual Memorial Grove Selection Process:

- 6.1. The process of identifying and establishing acreage suitable for the Memorial Groves shall not be in conflict with the McKinleyville Community Forest Management Plan.
- 6.2. When a potential donor approaches the District about establishing a Memorial Grove, District Staff shall meet with the donor(s) in person to brief them on the above parameters. The purpose of the meeting is to ensure that the donor(s) fully understands the parameters and process (ordinance) before fully committing to their donation for the Memorial Grove.
- 6.3. After the initial briefing, District Staff shall consult with the potential donor(s) about the two options for selection of the specific location of the memorial grove:
 - Option 1: The donor(s) indicate to District Staff on a MCF map approximately where the grove would be. An onsite visit in the MCF with District Staff and the donor(s) will be done to confirm the potential site of the grove.
 - Option 2: Based on the initial briefing with the donor(s), District Staff shall make a recommendation to the donor(s) for a potential location of the grove.
- 6.4. Once the initial briefing and Memorial Grove potential site selection have been accomplished, District Staff will then submit a Memorial Grove request to the MCFC for review. The MCFC may ask for some revisions to the request before forwarding to the Board for review and either approval or denial.

7. Financials:

- 7.1. Once a memorial grove is approved by the Board, the donor shall make the \$25,000 donation directly to the MCF account at the Humboldt Area Foundation.
- 7.2. After the donation deposit is confirmed by the HAF, the District shall initiate a project to implement the requested Memorial Grove.

8. Other Considerations:

- 8.1. The MCF is a dynamic environment and subject to change over time either due to forest management practices by the District and/or by natural processes. Therefore, the District shall not be obligated to maintain a Memorial Grove in the original state at the time of establishment via a donor.

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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, generate funding for forest protection and restoration, and establishment of an endowment fund.

Donation Dedication Opportunity

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

Through a donation of \$25,000 per acre, up to three acres of the McKinleyville Community Forest 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 directed to the MCF. Any interest earned on donated funds held by HAF will also be used to support 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 (MCSD) Board of Directors for approval.

Dedication Signage

- The cost of purchasing and installing the sign will be deducted from the minimum \$25,000 donation; the balance of the minimum \$25,000 donation will remain in the HAF and can be used at the discretion of the MCSD 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.
- Potential donors should reach out to MCSD Staff to develop a Memorial Grove proposal. The proposal will be submitted to the McKinleyville Community Forest Committee (MCFC) for review. Following its review, the MCFC may deny the proposal or recommend it to the MCSD Board for consideration. The MCSD Board will then review the proposal and has the authority to approve or deny it. Upon Board approval, arrangements for receiving and depositing the donation will be finalized.
- Naming of a memorial grove shall be in accordance with MCSD applicable policies/ordinances.

Grove Determination Issues

- The process of identifying and establishing acreage suitable for memorial groves shall not be in conflict with the McKinleyville Community Forest Management Plan.