

ORDINANCE NO. 2026-01

**AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AMENDING
REGULATION 46 – COMMUNITY FOREST COMMITTEE OF MCSD THE RULES AND
REGULATIONS**

WHEREAS, recent resignations from the McKinleyville Community Forest Committee (“MCFC”), together with the consideration of proposed Tribal Committee members, prompted District Staff and the MCFC to conduct a review of Regulation 46 of the MCSD Rules & Regulations; and

WHEREAS, during this review, Staff and the Committee identified several necessary updates to Regulation 46 to reflect the current and intended organizational structure of the MCFC and its Subcommittees, and

WHEREAS, the MCSD Board appointed three (3) Alternates to the MCFC in 2024, but Regulation 46 was not updated at that time to reflect the existence of Alternate seats, and the MCFC now recommends establishing only two (2) Alternate positions, consistent with current occupancy and to maintain reasonable Committee size; and

WHEREAS, at its meeting on February 17, 2026, the MCFC voted to direct Staff to incorporate language specifying one (1) voting seat appointed by a local Tribal Council or Tribal Government, and one (1) additional voting seat for a Tribal member residing within the MCSD; and

WHEREAS, while implementing these edits, Staff identified additional minor updates to Regulation 46 needed to accurately reflect the current function, composition, and development of the MCFC and its Subcommittees; and

WHEREAS, the MCFC reviewed these updates, made additional revisions during its March 17, 2026 meeting, and voted to accept all proposed changes and forward the revised Regulation 46 to the Board of Directors for approval.

NOW, THEREFORE, the Board of Directors of the McKinleyville Community Services District ordains that Regulation 46 of the District’s adopted Rules and Regulations is amended to read as follows:

REGULATION 46 – COMMUNITY FOREST COMMITTEE

Rule 46.01. FORMATION OF COMMUNITY FOREST COMMITTEE – the Board of Directors authorizes the formation of a Community Forest Committee to provide the Board of Directors and staff with recommendations regarding the use, management and operation of the community forest.

Rule 46.02. MEMBERSHIP - the McKinleyville Community Services District Community Forest Committee shall consist of 16 members and up to two (2) alternate members consisting of:

- (a) Two (2) non-voting members shall be members of the District Board.

- (b) The remaining fourteen (14) members will be regular voting members. Of the regular voting members, one (1) will be a member of the Parks and Recreation Committee, one (1) will be the MCSD General Manager, one (1) will be MCSD's Parks & Recreation Director, one (1) will be MCSD's Environmental Programs Coordinator, one (1) will be a MCSD Recreation Coordinator, one (1) will be appointed by the McKinleyville Municipal Advisory Committee, one (1) will be appointed by a local Tribal Council or local Tribal Government, at least one (1) will be a Registered Professional Forester, at least one (1) will be a representative from an appropriate natural resource service agency, at least one (1) will be a field expert in forest management, natural resources or biology, at least one (1) will be an enrolled member of a local tribe who is a resident of the MCSD, at least one (1) will be an at large member of the public who is a resident of the MCSD and is to be appointed by the MCSD Board of Directors. The remaining open seats up to 16 members may be filled by additional McKinleyville residents, field experts and/or tribal community representatives. The two (2) alternate members will be members of the public who are residents of the MCSD.
- (c) The two (2) alternate members will only become voting members if a regular member is absent from a Committee Meeting. If both alternates are present but only one regular member is absent, they will decide who will fill in by a mutually agreed upon method. If the alternates cannot determine a method of decision, the Committee chair will choose a method for them.
- (d) Any citizen, residing in the service area of the McKinleyville Community Services District, may apply to the District Board for appointment to fill appropriate vacant seats on the Community Forest Committee.

Rule 46.03. APPOINTMENT - the Committee members shall be appointed as follows:

- (a) The Board of Directors shall announce each vacancy and shall state they are seeking applicants, setting forth the qualifications, if any required.
- (b) The MCFC shall review all applications submitted to fill vacant seat(s) and select a slate of candidates to recommend to the MCSD Board for appointment. A majority of the Board of Directors will then vote to appoint the most qualified candidates to fill the vacant seat(s).

Rule 46.04. MEMBER QUALIFICATIONS - all members not representing a specific entity or expertise shall be residents of the McKinleyville Community Services District.

Rule 46.05. TERMS OF OFFICE -the Committee members shall serve terms as follows:

- (a) Appointment of District Board Members shall be for a term of one (1) year. Such member shall be a non-voting member and shall be appointed by the MCSD Board President in January each year.
- (b) Appointment of field experts shall be for a term of two (2) years.

- (c) Terms of the non-Board of Director Committee members shall be staggered so that no more than half of the membership terms shall expire in any given year.
- (d) The annual expiration date of appointment shall be December 31st.

Rule 46.06. REMOVAL - members of the Committee may be removed by a majority vote of the District Board of Directors.

Rule 46.07. ABSENCES - if any member of the Committee is absent for three (3) regular consecutive meetings, or accumulates four (4) absences at any time during the calendar year, the Parks & Recreation Director shall certify that fact to the Board of Directors and the Board of Directors shall thereafter declare the position on the Committee to be vacant and proceed to fill the position by appointment.

Rule 46.09. OFFICERS - the MCSD Directors will serve as Chairperson and Vice-Chairperson of the Committee. The MCSD Directors for this Committee will be appointed by the MCSD Board President annually.

Rule 46.10. MEETINGS - the Committee shall hold regularly scheduled meetings in Azalea Hall, or at such other place within the District as may be designated by the Committee, and may hold such additional meetings as it may deem necessary or expedient. All meetings must be noticed in compliance with state and federal laws.

Rule 46.11. TIME/LOCATION OF MEETINGS - the time of the regular meetings shall generally be at 5:30 p.m. on the third Tuesday of each month at Azalea Hall or as established from time to time by the Committee members.

Rule 46.12. QUORUM - a majority of the Committee shall constitute a quorum of the voting members for the purpose of transacting business of the Committee.

Rule 46.13. RECORDS - written records of all the proceedings, findings, determinations and transactions of the Committee shall be kept, which record shall be a public record and a copy of which record shall be filed with the District Secretary.

Rule 46.14. PURPOSE -the Committee's purpose is to assist the District in the development, operation and management of the McKinleyville Community Forest. This is a working Committee. Members are expected to not only attend regular meetings of the Committee, but to also dedicate time and expertise to matters pertaining to the development, operation and maintenance of the McKinleyville Community Forest in service to the McKinleyville community.

Rule 46.15 POWERS AND DUTIES - the McKinleyville Community Forest Committee shall have the following powers and duties:

- (a) To serve in an advisory capacity to the Board of Directors and District Staff in matters pertaining to the management and operation of the community forest property owned by the District;
- (b) To make recommendations to the Board of Directors and District Staff with respect to the provisions of the annual budget for community forest management and operation;
- (c) To recommend to the Board of Directors acceptance or rejection of offers of donations of money, personal property and real property to be used for management and/or operation of the community forest;
- (d) To recommend to the Board of Directors a comprehensive forest management, trails, and operating plans;
- (e) To recommend for adoption by the Board of Directors Rules and Regulations for the use and improvement of the District's community forest property;
- (f) To recommend to the Board of Directors and District staff policies for the development and improvement of community forest amenities and attributes in service to the community's needs;
- (g) To perform research, data gathering and analysis for matters pertaining to the development and management of the community forest;
- (h) To perform duties related to fundraising for the development, operation and maintenance of the community forest;
- (i) To participate in community work efforts related to the development, operation and maintenance of the community forest; and
- (j) To perform such other duties relating to community forest matters as may be prescribed by the Board of Directors.

**Rule 46.16 TRAILS, INFRASTRUCTURE, CLEANUPS, AND SECURITY (TICS)
SUBCOMMITTEE**

Rule 46.16.01. MEMBERSHIP - the Trails, Infrastructure, Cleanups, and Security Subcommittee may have up to eleven (11) members and up to two (2) alternate members. The members will not be compensated for their service.

- (a) Of the eleven (11) regular (voting) members, six (6) will be members of the McKinleyville Community Forest Committee and five (5) will be members of the public. The two (2) alternate members will be members of the public.
- (b) The two (2) alternate members will only become voting members if a regular member is absent. If both alternates are present but only one regular member is absent, they will decide who will fill in by a mutually agreed upon method. If the alternates cannot determine a method of decision, the Subcommittee chair will choose a method for them.
- (c) All members of the Trails, Infrastructure, Cleanups, and Security Subcommittee will represent, to the extent possible, various recreational and outdoor interests of the community. Recommendations for appointment may be made by the McKinleyville Community Forest Committee.

- (d) Any citizen, residing in the service area of the McKinleyville Community Services District may apply for appointment to fill vacant seats on the Trails, Infrastructure, Cleanups, and Security Subcommittee.

Rule 46.16.02 APPOINTMENT - the Committee members will be appointed as follows:

- (a) The McKinleyville Community Forest Committee will announce each vacancy and will state they are seeking applicants, setting forth the qualifications, if any.
- (b) The McKinleyville Community Forest Committee will review each application and will recommend the most qualified applicants to the Board of Directors. The Board of Directors will subsequently make the final appointments to the Subcommittee.

Rule 46.16.03 MEMBER QUALIFICATIONS - all public members will be residents of the McKinleyville Community Services District; No members of the Trails, Infrastructure, Cleanups, and Security Subcommittee will be a family member or related to a full-time MCSD employee or member of the Board of Directors.

Rule 46.16.04. TERMS OF OFFICE -the Subcommittee members will serve terms as follows:

- (a) Appointed members from the McKinleyville Community Forest Committee will be for a term of two (2) years, corresponding to their terms on the MCFC.
- (b) Appointment of public members (including alternates) will be for a term of two (2) years.

Rule 46.16.05. REMOVAL - members of the Subcommittee may be removed by a majority vote of the District Board of Directors.

Rule 46.16.06. ABSENCES - if any member of the Subcommittee is absent for three (3) regular consecutive meetings, or accumulates four (4) absences at any time during the calendar year, the Parks & Recreation Director shall certify that fact to the Board of Directors and the Board of Directors shall thereafter declare the position on the Committee to be vacant and proceed to fill the position by appointment.

Rule 46.16.07. ELECTION OF OFFICERS - the Subcommittee will, as soon as is practical, after the time of the annual appointment of a member or members to such Committee, elect its' officers.

Rule 46.16.08. OFFICERS - the Subcommittee will elect a Chairperson, Vice-Chairperson, and Secretary from among its members. The office of Chairperson and Vice-Chairperson will not be held by the same member for more than two (2) consecutive years.

Rule 46.16.09. MEETINGS - the Subcommittee will hold regularly scheduled meetings in a place within the District as designated by the Subcommittee and may hold additional meetings as necessary. All meetings must be noticed in compliance with state and federal laws.

Rule 46.16.10. TIME/LOCATION OF MEETINGS - the time and location of the regular meetings will be established from time to time by the Subcommittee members. They will generally be held at 5:15 pm on the fourth Tuesday of the month at the MCSD Conference Room, 1656 Sutter Road, McKinleyville.

Rule 46.16.11. QUORUM - a majority of the Subcommittee will constitute a quorum for the purpose of transacting business of the Subcommittee.

Rule 46.16.12. RECORDS - written records of all the proceedings, findings, determinations and transactions of the Subcommittee will be kept, and will be a public record. A copy will be filed with the District Secretary.

Rule 46.16.13. POWERS AND DUTIES - the Trails, Infrastructure, Cleanups, and Security Subcommittee will have the following powers and duties:

- (a) To serve in an advisory capacity to the McKinleyville Community Forest Committee and District Staff in matters pertaining to the development of a Trail Plan and system within the McKinleyville Community Forest;
- (b) To make recommendations to the McKinleyville Community Forest Committee and District Staff on the development of various infrastructure improvements in the McKinleyville Community Forest;
- (c) Help to organize trails maintenance or forest clean-up events with a purpose of maintaining trails and removing litter.
- (d) To make recommendations to the McKinleyville Community Forest Committee on projects that would improve the safety and security of the property and users of the McKinleyville Community Forest;
- (e) To recommend to the McKinleyville Community Forest Committee Rules and Regulations for the use, development, and improvement of the McKinleyville Community Forest;
- (f) To perform such other duties relating to Trails, Infrastructure, Cleanups, and Security matters as may be prescribed by the McKinleyville Community Forest Committee.
- (g) To review requests for Memorandums of Understanding for recommendation by the McKinleyville Community Forest Committee to the McKinleyville Community Services District Board of Directors for approval.

**Rule 46.17 FOREST MANAGEMENT PLAN AND FUNDING/BUDGET
SUBCOMMITTEE**

Rule 46.17.01. MEMBERSHIP - the Forest Management Plan, Budget, and Funding Subcommittee may have up to eleven (11) members and up to two (2) alternate members. The members will not be compensated for their service.

- (a) Of the eleven (11) regular (voting) members, six (6) will be appointed members of the McKinleyville Community Forest Committee and five (5) will be members of the public. The two (2) alternate members will be members of the public.
- (b) The two (2) alternate members will only become voting members if a regular member is absent. If both alternates are present but only one regular member is absent, they will decide who will fill in by a mutually agreed upon method. If the alternates cannot determine a method of decision, the Subcommittee chair will choose a method for them.
- (c) All members of the Forest Management Plan, Budget, and Funding Subcommittee will represent, to the extent possible, various recreational and outdoor interests of the community. Recommendations for appointment may be made by the McKinleyville Community Forest Committee.
- (d) Any citizen, residing in the service area of the McKinleyville Community Services District may apply for appointment to fill vacant public seats on the Forest Management Plan, Budget, and Funding Subcommittee.

Rule 46.17.02. APPOINTMENT - the Committee members will be appointed as follows:

- (a) The McKinleyville Community Forest Committee will announce each vacancy and will state they are seeking applicants, setting forth the qualifications, if any.
- (b) The McKinleyville Community Forest Committee will review each application and will recommend the most qualified applicants to the Board of Directors. The Board of Directors will subsequently make the final appointments to the Subcommittee.

Rule 46.17.03. MEMBER QUALIFICATIONS – all public members will be resident electors of the McKinleyville Community Services District; No members of the Forest Management Plan, Funding, and Budget Subcommittee will be a family member or related to a full-time MCSD employee or member of the Board of Directors.

Rule 46.17.04. TERMS OF OFFICE -the Subcommittee members will serve terms as follows:

- (a) Appointment of members from the McKinleyville Community Forest Committee will be for a term of two (2) years, corresponding to their terms on the MCFC.

- (b) Appointment of public members (including alternates) will be for a term of two (2) years.

Rule 46.17.05. REMOVAL - members of the Subcommittee may be removed by a majority vote of the District Board of Directors.

Rule 46.17.06. ABSENCES - if any member of the Subcommittee is absent for three (3) regular consecutive meetings, or accumulates four (4) absences at any time during the calendar year, the Parks & Recreation Director shall certify that fact to the Board of Directors and the Board of Directors shall thereafter declare the position on the Committee to be vacant and proceed to fill the position by appointment.

Rule 46.17.07. ELECTION OF OFFICERS - the Subcommittee will, as soon as is practical, after the time of the annual appointment of a member or members to such Committee, elect its' officers.

Rule 46.17.08. OFFICERS - the Subcommittee will elect a Chairperson, Vice-Chairperson, and Secretary from among its members. The office of Chairperson and Vice-Chairperson will not be held by the same member for more than two (2) consecutive years.

Rule 46.17.09. MEETINGS - the Subcommittee will hold regularly scheduled meetings in a place within the District as designated by the Subcommittee and may hold additional meetings as necessary. All meetings must be noticed in compliance with state and federal laws.

Rule 46.17.10. TIME/LOCATION OF MEETINGS - the time and location of the regular meetings will be established from time to time by the Subcommittee members. In general they shall be held at 4:30 p.m. on the first Tuesday of the month at the MCSD Conference Room, 1656 Sutter Road, McKinleyville.

Rule 46.17.11. QUORUM - a majority of the Subcommittee will constitute a quorum for the purpose of transacting business of the Subcommittee.

Rule 46.17.12. RECORDS - written records of all the proceedings, findings, determinations and transactions of the Subcommittee will be kept and will be a public record. A copy will be filed with the District Secretary.

Rule 46.17.13. POWERS AND DUTIES - the Forest Management Plan, Funding and Budget Subcommittee will have the following powers and duties:

- (a) To serve in an advisory capacity to the McKinleyville Community Forest Committee and District Staff in matters pertaining to the development of the McKinleyville Community Forest Management Plan;

- (b) To make recommendations to the McKinleyville Community Forest Committee and District Staff on the identification and pursuit of grants and other funding for the McKinleyville Community Forest;
- (c) To recommend to the McKinleyville Community Forest Committee rules and regulations for the use, development, and improvement of the McKinleyville Community Forest;
- (d) To perform such other duties relating to Forest Management Plan, Funding, and Budget matters as may be prescribed by the McKinleyville Community Forest Committee.
- (e) To review requests for Memorandums of Understanding for recommendation by the McKinleyville Community Forest Committee to the McKinleyville Community Services District Board of Directors for approval.

This Ordinance shall take effect and be in full force and effect thirty (30) days after its passage.

Introduced at a regular meeting of the Board of Directors held on April 1, 2025 and passed and adopted by the Board of Directors on May 6, 2026 upon the motion of Director Orsini and seconded by Director Binder and by the following polled vote:

AYES: Binder, Biteman, Couch, Napo, Orsini

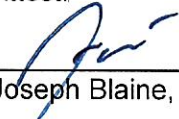
NOES: None

ABSTAIN: None

ABSENT: None


David Couch, Board Vice President

Attest:


Joseph Blaine, CMC, Board Secretary

