



August 4, 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 3, 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 June 2, 2026 Subcommittee Meeting

Attachment 1 – Draft Minutes from June 2, 2026 (Pg. 5)

7 Discuss 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 Discuss Outreach and Coordination with the Humboldt County Sheriff's Office on McKinleyville Community Forest Patrols (Pg. 17)

9 Discuss Potential Educational Partnership with McKinleyville High for Research in the McKinleyville Community Forest (Pg. 19)

Attachment 1 – Kevin Creed’s Discussion Points (Pg. 21)

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 (Estimated 6:00 p.m.)

Posted 5:00 p.m. on July 31, 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,
JUNE 2, 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:

Maya Conrad, Subcommittee Vice Chair
Kevin Creed, Subcommittee Chair
Kirsten Messmer, MCSD Parks and Recreation Director
Joel Rink, Committee Member

Subcommittee members absent:
Jennifer Ortega, Committee Member

Subcommittee members attending remotely via Zoom under the just-cause provision of G.C. 54953:
Patrick Kaspari, MCSD General Manager

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: Maya Conrad **Second:** Kirsten Messmer

Roll Call: Ayes: Maya Conrad, Kevin Creed, Patrick Kaspari, Kirsten Messmer, Joel Rink

Nays: None

Absent: Jennifer Ortega

Motion Summary: Motion passed.

5. Public Comment and Written Communications

There was no public comment.

6. Review and Approval of Minutes from May 5, 2026 Subcommittee Meeting

Motion: It was moved to approve the May 5, 2026 meeting minutes.

Motion by: Kirsten Messmer **Second:** Joel Rink

Roll Call: Ayes: Maya Conrad, Kevin Creed, Patrick Kaspari, Kirsten Messmer, Joel Rink

Nays: None

Absent: Jennifer Ortega

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 Forest Management Plan (FMP) Subcommittee review the Rough Draft created for the potential establishment of the Memorial Grove Program within the McKinleyville Community Forest (MCF). Subcommittee members reviewed the Rough Draft, discussed logistics, and provided suggested edits to the document.

The Subcommittee commented, discussed, and asked clarifying questions.

There was no public comment.

Motion: It was moved to have Staff make the changes suggested by the FMP Subcommittee and bring the Rough Draft Memorial Grove Program to the McKinleyville Community Forest Committee meeting for review at their June 16, 2026 meeting.

Motion by: Maya Conrad **Second:** Joel Rink

Roll Call: Ayes: Maya Conrad, Kevin Creed, Patrick Kaspari, Kirsten Messmer, Joel Rink

Nays: None

Absent: Jennifer Ortega

Motion Summary: Motion passed.

8. Committee Member Announcements and Future Agenda Items

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

9. Adjournment

Meeting Adjourned at 5:40 p.m.

Jess Elm, Environmental Programs Coordinator

McKinleyville Community Services District

FOREST MANAGEMENT PLAN, BUDGET & FINANCE SUBCOMMITTEE

August 4, 2026

TYPE OF ITEM: **INFORMATION**

ITEM: 7 **Discuss Memorial Grove Program in the McKinleyville Community Forest**

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

TYPE OF ACTION: **Information**

Recommendation:

Staff recommends the Subcommittee review the information provided, take public comment, and recommend that the Forest Management Plan/ Funding/ Budget (FMP) Subcommittee begin establishing an official Memorial Grove Program (MGP) for the McKinleyville Community Forest (MCF) and provide direction to staff on program development, including policy considerations, pricing structure, and program goals.

Discussion:

During the June 16, 2026 McKinleyville Community Forest Committee (MCFC) meeting, the Committee members reviewed and gave further suggestions on the MGP that the FMP Subcommittee had been working on during their previous meetings. Following their review, the MCFC members voted to recommend review of the MGP to the McKinleyville Community Services District (MCSD) Board.

At the Board meeting that took place on July 2, 2026, the Board reviewed the MGP Rough Draft document containing the implemented changes to see if they wanted to go forward with the establishment of a MGP for the MCF (**Attachment 1**). The Board discussed and agreed that they would like to establish such a program. Many of the questions that the MCSD Board brought up were similar to those questions that the FMP and 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.

Now that the Board has agreed that they would like to establish a MGP, Staff would like the FMP Subcommittee members to continue to discuss the logistics of what establishing such a program would take and begin creating the actual documentation establishing the exact Rules & Regulations for this program that could eventually be reviewed by the MCFC and approved by the Board of Directors.

Staff also requests Subcommittee members to review the information provided in **Attachments 2 & 3** and how it may apply to establishing a MGP in the MCF.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

No immediate fiscal impact. Future program development may generate revenue to support forest management and stewardship activities.

Environmental Requirements:

Not applicable at this time.

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, generate funding for forest protection and restoration, and establishment of 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.

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.

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McKinleyville Community Services District

FOREST MANAGEMENT PLAN, BUDGET & FINANCE SUBCOMMITTEE

August 4, 2026

TYPE OF ITEM: **INFORMATION**

ITEM: 8 **Discuss Outreach and Coordination with the Humboldt County Sheriff's Office on McKinleyville Community Forest Patrols**

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 potential next steps regarding conversations on outreach and coordination with the Humboldt County Sheriff's Office on patrolling the McKinleyville Community Forest (MCF).

Discussion:

Within the MCF, there continues to be issues including trash dumping, building of encampments, and illegal use of motorized vehicles that do not fall under the category of Class 1 and Class 2 ebikes. Given these issues, there has been recommendation concerning whether the Forest Management Plan/ Funding/ Budget (FMP) Subcommittee should begin strategizing on outreach and coordination with the Humboldt County Sheriff's Office on conducting patrols within the MCF. The intended purpose of having somewhat regular patrols within the MCF is to reduce the illegal activities taking place in the forest and make it a cleaner and more welcoming place for people to recreate. The District Staff have had several discussions with the Sheriff's office concerning patrols and have coordinated the cleanup of encampments with the Sheriff's Office and County Department of Health Services in the past.

Alternatives:

Take No Action

Fiscal Analysis:

Unknown at this time.

Environmental Requirements:

Not applicable at this time.

Exhibits/Attachments:

None

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McKinleyville Community Services District

FOREST MANAGEMENT PLAN, BUDGET & FINANCE SUBCOMMITTEE

August 4, 2026

TYPE OF ITEM: **INFORMATION**

ITEM: 9 **Discuss Potential Educational Partnership with McKinleyville High for Research in the McKinleyville Community Forest**

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

TYPE OF ACTION: **Information**

Recommendation:

Staff recommends the Subcommittee review the information provided, take public comment, and consider recommending that the Forest Management Plan/ Funding/ Budget (FMP) Subcommittee begin conversations on creating a potential partnership with McKinleyville High to conduct research within the McKinleyville Community Forest (MCF).

Discussion:

Staff requests that the FMP Subcommittee members review Kevin Creed's discussion points (**Attachment 1**) on his ideas for creating this partnership with McKinleyville High and what the benefits from forming such a relationship would be. The Subcommittee should also discuss who should take the lead on behalf of the District in the discussions and development of a potential curriculum and what the decision points, if any, would need to come back to the Subcommittee for discussion.

Alternatives:

Take No Action

Fiscal Analysis:

None

Environmental Requirements:

Not applicable at this time.

Exhibits/Attachments:

- Attachment 1 – Kevin Creed's Discussion Points

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728/2026

Possible Agenda Item for FMP Subcommittee

Subject: Possible Collaboration Between MCSD/MCF and McKinleyville High School

Synopsis: Provide an educational field study opportunity for MHS biology students under the supervision of a MHS teacher. The collaboration would have an ongoing focus with the possible development of a specific curriculum/course by the school district in conjunction with MCSD on *'The Biology of the McKinleyville Community Forest'*.

The vehicle for such a collaboration probably would be a MOU between MCSD and the high school district.

Benefits: Possible benefits for this collaboration could be:

- Meet an Educational goal within the MCF Plan;
- Provide MHS students with an outdoor lab in which they can develop some field research experience and skills;
- Obtain some environmental data which could prove useful in a CEQA assessment, as needed, related to the two creek crossing projects;
- Provide input to the school district in the development of a curriculum as the basis of a course for which students would receive credit;
- And ???

Next Step: Approach MHS biology instructor, Adam Canepa, about the idea, get his feedback, perspective.