



August 18, 2026 Regular Meeting of the McKinleyville Community Forest Committee

Time: 5:30 p.m.

Location: Azalea Hall, 1620 Picket Road, McKinleyville, California

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 848 9634 6527 (<https://us02web.zoom.us/j/84896346527>)

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, or the public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Monday, August 17, 2026.

All Public Comment received before the above deadline will be provided to the Committee at 9 a.m. on Tuesday, August 18, 2026 in a supplemental packet information that will also be posted on the website for public viewing.

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 Seating of Alternates (as needed)

5 Approval of the Agenda

6 Public Comment and Written Communications

Any person may address the Committee at this time upon any subject not identified on this Agenda but within the jurisdiction of the McKinleyville Community Forest Committee; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered. Comments are limited to 3 minutes. Letters should be used for complex issues.

7 Consider Approval of Minutes of the Regular Meeting of the McKinleyville Community Forest Committee on June 16, 2026

Attachment 1 – Draft Minutes from June 16, 2026 (Pg. 5)

8 Trails, Infrastructure, Clean-Ups, and Security Subcommittee Report (Pg. 11)

9 Forest Management Plan and Funding/Budget Subcommittee Report (Pg. 13)

10 McKinleyville Community Forest Year End Budget for Fiscal Year 2025-26 (Pg. 15)

Attachment 1 - 2026.06 MCF Annual Budget Report (Pg. 17)

Attachment 2- HAF Fund Statement Ending June 30, 2026 (Pg. 19)

11 Discuss Planting of Redwoods within the McKinleyville Community Forest (Pg. 21)

12 Discuss Outreach and Coordination with the Humboldt County Sheriff's Office on McKinleyville Community Forest Patrols (Pg. 23)

13 Committee Chair Report

14 Committee Member Announcements and Future Agenda Items

- Updates from MCSD Staff
 - Huffman Appropriation Update
 - CAL FIRE Forest Fund Grant Update
- Announcements
 - Next FMP Subcommittee Meeting: September 1, 2026 at 4:30 p.m. at the MCSD Office (1656 Sutter Road)
 - Next MCF Committee Meeting: September 15, 2026 at 5:30 p.m.
 - Next TICS Subcommittee Meeting: August 25, 2026 at 5:15 p.m. at the MCSD Office (1656 Sutter Road)
 - MBTTA Workday scheduled second Saturday 10am-2pm (Weather Dependent)
 - VTS Workday scheduled third Saturday from 9am-noon (Weather Dependent)
- Request for Future Agenda Items

15 Adjournment (Estimated 7:00 p.m.)

Posted 5:00 p.m. on August 14, 2026

Pursuant to California Government Code Section 54957.5. this agenda and complete packet are available for public inspection upon request at the MCSD office, 1656 Sutter Road, McKinleyville. If you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.

McKinleyville Community Services District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Board Secretary at (707) 839-3251. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements for accommodations.

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**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
FOREST COMMITTEE (MCFC) HELD ON TUESDAY, JUNE 16, 2026 at 5:30 P.M.
IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA**

and

TELECONFERENCE Via ZOOM & TELEPHONE:

**ZOOM MEETING ID: 848 9634 6527 (<https://us02web.zoom.us/j/84896346527>) or DIAL IN TOLL FREE:
1-888-788-0099**

NOTE: Items are listed in the order in which they were considered.

1 Call To Order

The meeting was called to order at 5:30 p.m. by Gregory Orsini.

Roll Call

The following Committee Members were in attendance in person at Azalea Hall.

Gregory Orsini, Chair, MCSD Board Director (Non-Voting Member)
Kirsten Messmer, MCSD Parks and Recreation Director
Jess Elm, MCSD Environmental Programs Coordinator
Jens Andersen, MCSD Recreation Coordinator
Maya Conrad, MMAC Appointee Member (arrived at 5:32 p.m.)
Tyler Brown, Natural Resources Services Agency
Desiree Early Dorvall, Natural Resources/Biologist Member
Michele Stephens, McKinleyville Resident Member
Kevin Creed, At-Large Member
Nicole West, Alternate Natural Resources/Biologist Member

The following Committee Members were Absent.

James Biteman, MCSD Board Director (Non-Voting Member)
Patrick Kaspari, MCSD General Manager
Jennifer Ortega, PARC Appointee Member
Joel Rink, Forester/RPF Member
Christopher Collier, At-Large Member

The following Staff Members were in attendance in person at Azalea Hall.

James Henry, MCSD Operations Director

2 Pledge of Allegiance

The Pledge of Allegiance was led by James Henry.

3 Additions or Changes to the Agenda

There were no additions or changes to the agenda.

4 Seating of Alternates

Nicole West was seated as a voting member in the absence of Joel Rink.

5 Approval of Agenda

Motion: It was moved to approve the agenda.

Motion by: Kevin Creed **Second:** Maya Conrad

Roll Call: Ayes: Kirsten Messmer, Jess Elm, Jens Andersen, Maya Conrad, Tyler Brown, Desiree Early Dorvall, Michele Stephens, Kevin Creed, Nicole West

Nays: None

Absent: Patrick Kaspari, Jennifer Ortega, Joel Rink, Christopher Collier

Motion Summary: Motion passed.

6 Public Comment and Written Communications

There was Public comment from Joann Kerns, the Conservation Chair for the North Coast Chapter of the California Native Plant Society. She was discussing a conservation opportunity within the McKinleyville Community Forest (MCF).

There was Public comment from David Flores, a member of the Redwood Coast Mountain Bike Association (RCMBA), discussing motorbikes in the MCF.

7 Consider Approval of Minutes of the Regular Meeting of the McKinleyville Community Forest Committee on May 19, 2026

Motion: It was moved to approve the May 19, 2026 meeting minutes.

Motion by: Nicole West **Second:** Kevin Creed

Roll Call: Ayes: Kirsten Messmer, Jess Elm, Jens Andersen, Maya Conrad, Tyler Brown, Desiree Early Dorvall, Michele Stephens, Kevin Creed, Nicole West

Nays: None

Absent: Patrick Kaspari, Jennifer Ortega, Joel Rink, Christopher Collier

Motion Summary: Motion passed.

8 Trails, Infrastructure, Clean-Ups, & Security (TICS) Subcommittee Report

Michele Stephens, Chair of the Trails, Infrastructure, Clean-Ups, & Security Subcommittee, reviewed the item. She described how the Subcommittee began with Public comment in favor of a disc golf course and Public comment from RCMBA explaining that they installed signage for delineating Green Diamond property and the MCF. TICS members then discussed the unapproved trail work conducted by Mountain Bike Tribal Trail Alliance (MBTTA) at MBTTA's May workday. The Subcommittee discussed MBTTA's Memorandum of Understanding (MOU) and how a meeting will be held between MBTTA and MCSD Staff to figure out the steps to take with the trail that was constructed, as well as discussing an improved approval process for before work is conducted.

There were questions and comments from the Committee.

There was no public comment.

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

9 Forest Management Plan and Funding/Budget (FMPFB) Subcommittee Report

Kevin Creed, Chair of the Forest Management Plan and Funding/Budget Subcommittee, presented the item. He explained that the FMPFB spent the meeting reviewing the Rough Draft for the potential Memorial Grove Program (MGP) for the MCF. Subcommittee members discussed allowing a Memorial Grove donation of up to three acres with a contribution of 25,000 per acre for each Memorial Grove. The Subcommittee also went over possible limiting environmental factors on where a Memorial Grove could be placed.

There were no questions or comments from the Committee.

There was no public comment.

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

10 Green Diamond and Humboldt County Resource Conservation District Presentation on Forest Health Grant Implementation

Jess Elm, MCSD Environmental Programs Coordinator, presented the item. Evan Mahony-Moyer, a representative from Green Diamond, was invited to present information on the Forest Health Grant received to provide clarity and address questions. He included information regarding the shaded fuel break implementation processes, closure information, and reference photos of what the site may similarly look like after the work is completed. Jill Demers, Executive Director of Humboldt County Resource Conservation District, also answered questions from Committee members.

The Committee commented, discussed, and asked clarifying questions.

There was no public comment.

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

11 Make Recommendation for the Appointing of the Vacant Alternate Member Seat

Jess Elm, MCSD Environmental Programs Coordinator, presented the item. She explained how it is the responsibility of the McKinleyville Community Forest Committee (MCFC) to vet and select the most qualified candidate to fill the vacant Alternate position. Phil Heidrick, Ben Marschke, and Martha Ellen Basham submitted applications for consideration.

Committee members discussed and asked clarifying questions.

There was Public comment from Phil Heidrick and Martha Ellen Basham, both formally introducing themselves to the Committee.

Michele Stephens made a motion to recommend Ben Marschke for the Vacant Alternate Member seat to the MCSD Board for approval. There was no second.

Motion: It was moved to recommend Phil Heidrick for the Vacant Alternate Member seat to the MCSD Board for approval.

Motion by: Nicole West **Second:** Kirsten Messmer

Roll Call: Ayes: Kirsten Messmer, Jess Elm, Jens Andersen, Maya Conrad, Tyler Brown, Desiree Early Dorvall, Michele Stephens, Kevin Creed, Nicole West

Nays: None

Absent: Patrick Kaspari, Jennifer Ortega, Joel Rink, Christopher Collier

Motion Summary: Motion passed.

12 Review and Recommend Board Review for the Memorial Grove Rough Draft

Kirsten Messmer, Parks and Recreation Director, presented the item. She explained how the FMPFB Subcommittee has been discussing the establishment of the MGP in the MCF. The FMPFB gave Staff direction to create a Rough Draft MGP which would be reviewed by the MCFC and the MCSD Board to see if the FMPFB Subcommittee is on the right track for creating the MGP and receive feedback before additional work is completed on program policies, procedures, application materials, and supporting documents.

Committee members discussed and asked clarifying questions.

There was no public comment.

Motion: It was moved to recommend review of the Memorial Grove Rough Draft to the MCSD Board, including the additional edit suggestions made by the MCFC.

Motion by: Desiree Early Dorvall **Second:** Kevin Creed

Roll Call: Ayes: Kirsten Messmer, Jess Elm, Jens Andersen, Maya Conrad, Tyler Brown, Desiree Early Dorvall, Michele Stephens, Kevin Creed, Nicole West

Nays: None

Absent: Patrick Kaspari, Jennifer Ortega, Joel Rink, Christopher Collier

Motion Summary: Motion passed.

13 Committee Chair Report

The Committee agreed to cancel the July 21, 2026 MCFC meeting.

14 Committee Member Announcements and Future Agenda Items

- Updates
 - Huffman Appropriation Update
 - Humboldt Trails Summit
 - Subcommittee Seats Staff Reassignments
- Announcements
 - Next FMP Subcommittee Meeting: August 4, 2026 at 4:30 p.m. at the MCSD Office (1656 Sutter Road) **(July canceled)**
 - Next MCF Committee Meeting: August 18, 2026 at 5:30 p.m. **(July canceled)**
 - Next TICS Subcommittee Meeting: June 23, 2026 at 5:15 p.m. at the MCSD Office (1656 Sutter Road)
 - MBTTA Workday scheduled second Saturday 10am-2pm (Weather Dependent)
 - VTS Workday scheduled third Saturday from 9am-noon (Weather Dependent) **(June canceled)**
- Request for Future Agenda Items

15 Adjournment

Meeting Adjourned at 6:55 p.m.

Jess Elm, Environmental Programs Coordinator

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McKinleyville Community Services District

McKinleyville Community Forest Committee

August 18, 2026

TYPE OF ITEM: **INFORMATION**

ITEM: 8 **Trails, Infrastructure, Clean-Ups, and Security Subcommittee Report**

PRESENTED BY: **Michele Stephens, Subcommittee Chair**

TYPE OF ACTION: **Information**

Recommendation:

Staff recommends that the Committee review the information provided, discuss, and take public comment on the Trails, Infrastructure, Clean-Ups, and Security (TICS) Subcommittee Report.

Discussion:

The TICS Subcommittee meeting scheduled for July 28, 2026 was canceled. The TICS Subcommittee held its monthly meeting on June 23, 2026 where they began the meeting hearing public comment in favor of a disc golf course in the McKinleyville Community Forest. The Subcommittee continued reviewing and updating the Draft Trail Plan, distributing assignments for Subcommittee members to complete outside of the TICS regularly scheduled meeting times. Members reviewed Section 6 of the Draft Trail Plan, *Implementation*.

TICS members were instructed to come to the August 25, 2026 TICS meeting with comments, suggestions, and edits on the Trail Plan compiled in order to make the best use of time during the meeting. The current goal is to have the Trail Plan reviewed at the September 15, 2026 McKinleyville Community Forest Committee meeting.

Alternatives:

Not applicable

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

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McKinleyville Community Services District

McKinleyville Community Forest Committee

August 18, 2026

TYPE OF ITEM: **INFORMATION**

ITEM: 9 **Forest Management Plan and Funding/Budget Subcommittee Report**

PRESENTED BY: **Kevin Creed, FMP Subcommittee Chair**

TYPE OF ACTION: **Information**

Recommendation:

Staff recommends that the Committee review the information provided, discuss, and take public comment on the Forest Management Plan and Funding/Budget Subcommittee Report.

Discussion:

The Forest Management Plan and Funding/Budget (FMP) Subcommittee meeting scheduled for July 7, 2026 was canceled. The FMP Subcommittee met on August 4, 2026. Members began the meeting by discussing logistics and considerations to take for the Memorial Grove Program (MGP) for the McKinleyville Community Forest (MCF). The FMP 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. Subcommittee members then began discussions for outreach and coordination with Humboldt County Sheriff's Office for 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 FMP Subcommittee concluded their meeting by reviewing Kevin Creed's discussion points for a potential educational partnership with McKinleyville High doing research in the MCF. Subcommittee members gave ideas on potential projects for students to participate in within the MCF. Staff will follow up with McKinleyville High teachers and get their input and discuss logistics.

Alternatives:

Not applicable

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

McKinleyville Community Services District

McKinleyville Community Forest Committee

August 18, 2026

TYPE OF ITEM: **INFORMATION**

ITEM: 10 **McKinleyville Community Forest Year End Budget for Fiscal Year 2025-26**

PRESENTED BY: **Kirsten Messmer, Parks & Recreation Director**

TYPE OF ACTION: **Information**

Recommendation:

Staff recommend that the Committee review the information provided, discuss, and take public comment on the McKinleyville Community Forest (MCF) Year End Budget Report for Fiscal Year 2025-26.

Discussion:

The 2026.06 MCF Quarterly Budget Report (**Attachment 1**) provides the McKinleyville Community Forest Budget-to-Actuals report from July 1, 2025 through June 30, 2026. With fiscal year 2025-26 at a close, overall expenditures for the Community Forest remained below the proportional fiscal year budget, with \$91,143.13 in total expenditures against a revised budget of \$100,005. This reflects lower-than-anticipated spending across most categories.

Salaries

In fiscal year 2025-26 salary expenditures totaled \$70,734.63, approximately 6% under the total budget of \$74,905. Salary allocations are set annually based on projected staff contributions to the Forest program.

For fiscal year 2026-27, budgeted salaries for the forest total \$80,257.

Maintenance

In fiscal year 2025-26 maintenance expenditures exceeded the annual budget by 71%, totaling \$8,707.65 compared to a budgeted \$5,100. Maintenance costs to date include trash removal, minor repairs, and operational services. This variance can be attributed to higher-than-expected costs as staff become familiar with the forest and what is required to maintain it on an annual basis.

For fiscal year 2026-27, budgeted maintenance for the forest total \$9,500.

Capital Improvements

Capital Improvement Project (CIP) spending was well below the budgeted projection, with \$11,700.85 expended against a budgeted \$20,000.

For fiscal year 2026-27, budgeted capital improvements for the forest total \$1,007,000. This includes the \$1,000,000 grant received from Senator Huffman and \$7,000 designated by the District as a contingency for Memorandum of Understanding (MOU) trail development.

Overall Status

The Community Forest budget is in a stable position. Staff will continue to monitor expenditures closely and will bring forward any budget adjustments, if needed, throughout the fiscal year.

McKinleyville Community Services District Staff would also like the Committee to review the Humboldt Area Foundation's (HAF) most recent statement for the McKinleyville Community Forest Fund (**Attachment 2**).

Alternatives:

Not applicable

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

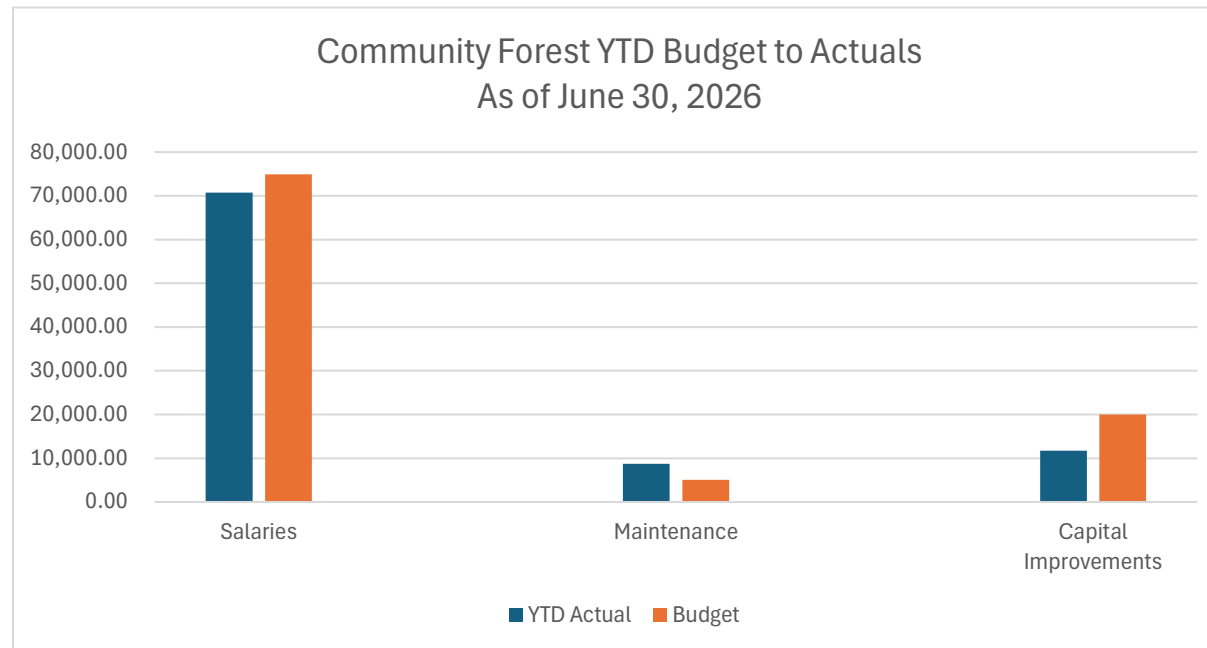
Exhibits/Attachments:

Attachment 1 – 2026.06 MCF Annual Budget Report

Attachment 2 – HAF Fund Statement Ending June 30, 2026

McKinleyville Community Forest
Expenditure Budget to Actuals
As of June 30, 2026

					% of Year Remaining			0%
Budgeted Summaries	% of Year 100%	Approved YTD	Over(Under) YTD	Over(Under) YTD	Revised Total	Remaining		Notes
	YTD Actual	Budget	Budget	Budget %	Budget	Budget	Budget %	
Salaries	70,734.63	74,905.00	(4,170.37)	-6%	74,905.00	4,170.37	6%	Salary budgets are set by department heads every fiscal year and are based on percent allocation of staff time
Maintenance	8,707.65	5,100.00	3,607.65	71%	5,100.00	(3,607.65)	-71%	Maintenance costs are everyday expenditures not directly linked to infrastructure development.
Capital Improvements	11,700.85	20,000.00	(8,299.15)	-41%	20,000.00	8,299.15	41%	CIP budgeted as one line item in FY2025/26.
Totals	91,143.13	100,005.00	(8,861.87)	-9%	100,005.00	8,861.87	9%	



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363 Indianola Road, Bayside, CA 95524
info@hafoundation.org
(707) 442-2993

Samantha Howard

Statement of Activity
McKinleyville Community Forest Fund

Fund Balance

	Period June 01, 2026 to June 30, 2026	YTD July 01, 2025 to June 30, 2026
Beginning Balance	\$38,119.84	\$10,742.74

Receipts

Description	Period Total	YTD Total
Contributions	\$135.00	\$22,840.00
Dividends	\$87.02	\$811.68
Gifts Interfund (Spendable)	-	\$1,000.00
Interest	\$2.70	\$23.66
Realized Gains/Losses	\$1,315.43	\$2,348.94
Unrealized Gains/Losses	(\$1,446.79)	\$875.47
Total	\$93.36	\$27,899.75

Grants, Payments and Fees

Description	Period Total	YTD Total
Management Fees to HAF/WRCF	\$55.70	\$484.99
Total	\$55.70	\$484.99

	Period	YTD
Ending Balances	\$38,157.50	\$38,157.50

Contributions Detail

Donor	Address	Date	Period Total
Messmer, Kirsten	[REDACTED]	06/08/2026	\$85.00
Kaspari, Patrick	[REDACTED]	06/19/2026	\$30.00
Brown, Tyler	[REDACTED]	06/29/2026	\$20.00
		Total	\$135.00

McKinleyville Community Services District

McKinleyville Community Forest Committee

August 18, 2026

TYPE OF ITEM: **ACTION**

ITEM: 11 **Discuss Planting of Redwoods within the McKinleyville Community Forest**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends the Committee review the information provided, take public comment, discuss the logistics, and create a plan for planting redwood saplings within the McKinleyville Community Forest (MCF).

Discussion:

In March of 2026, Green Diamond Resource Co. donated approximately 70 redwood trees to McKinleyville Community Services District (MCSD). Since then, MCSD Staff thought it would be appropriate to have the McKinleyville Community Forest Committee (MCFC) discuss potential options for getting them planted in the MCF and are requesting input for the logistics and planning. Questions we would like the MCFC members to discuss include:

- What specific location or locations should the redwood saplings be planted within the MCF?
- Would you, the Committee members, be willing to volunteer your time to come out to the MCF on a designated day and assist with planting?
 - When applying for the Committee, members have agreed to spend 8 -10 hours of volunteer time per month towards the MCF.
- If members are willing and wanting to participate, would you prefer to have the planting in conjunction with a Volunteer Trail Stewards (VTS) workday or would you like it done as a separate workday?
 - Workday should take place once rain is expected to begin to soften the ground and allow plants to be watered, which is September.
 - Relevant VTS workdays: September 19th, October 17th, and November 21st.

Alternatives:

None

Fiscal Analysis:

None

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

McKinleyville Community Services District

McKinleyville Community Forest Committee

August 18, 2026

TYPE OF ITEM: **ACTION**

ITEM: 12 **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: **Roll Call Vote**

Recommendation:

Staff recommends the Committee review the information provided, take public comment, and discuss potential next steps regarding outreach and coordination with the Humboldt County Sheriff's Office regarding patrols in the McKinleyville Community Forest (MCF). Staff also recommends discussing the establishment of a standing Sheriff's Office report at McKinleyville Community Forest Committee (MCFC) meetings to provide regular updates on recent activities, progress, and developments related to law enforcement efforts in the forest.

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. During the Forest Management Plan/ Funding/ Budget (FMP) Subcommittee meeting on August 4, 2026, members reviewed this item and discussed possible next steps in coordinating with/having discussions with the Sheriff or acting Lieutenant on forest patrols. The intended purpose of having somewhat regular patrols within the MCF would be to reduce the illegal activities taking place in the forest and make it a safer place for people to recreate. There has also been discourse with regards to pursuing grant funding to fund a part-time deputy for MCF patrols. 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.

The FMP Subcommittee requested McKinleyville Community Services District Staff get input from the MCFC to see if they would like to have a standing Sheriff's Office report at MCFC meetings to provide regular updates on recent activities, progress, and developments related to law enforcement efforts in the forest. The Subcommittee also discussed reaching out to Green Diamond to check with them on their frequency of patrols by their Security personnel. The Subcommittee and Staff would like to get feedback from the full MCFC on potential next steps and action items.

Alternatives:

Take No Action

Fiscal Analysis:

Unknown at this time.

Environmental Requirements:

Not applicable at this time.

Exhibits/Attachments:

None