

MCKINLEYVILLE MUNICIPAL ADVISORY COMMITTEE, MCKINLEYVILLE INCORPORATION EXPLORATION SUBCOMMITTEE

McKinleyville is an unincorporated community of approximately 17,000 people where services are provided by the County of Humboldt and the McKinleyville Community Services District. Members of the McKinleyville community have explored the feasibility of incorporation multiple times; most recently a feasibility study was conducted in 2000. In September 2022, the McKinleyville Municipal Advisory Committee (MMAC) voted to form a subcommittee to conduct research and outline current findings to inform the MMAC and the community about the feasibility of incorporation. The Subcommittee meets and conducts business in accordance with MMAC bylaws that include publicly noticed and publicly held meetings.

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE MCKINLEYVILLE INCORPORATION EXPLORATION SUBCOMMITTEE (MIESC) WILL BE HELD

WEDNESDAY, JANUARY 21, 2026 at 4:00 P.M.

LOCATION: MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
Main Conference Room, 1656 Sutter Road, McKinleyville, California

TELECONFERENCE Via ZOOM & TELEPHONE:

<https://us02web.zoom.us/j/87922631706>

Meeting ID: 879 2263 1706 or DIAL IN: 1 (669) 444-9171

AGENDA

4:00 p.m.

A. CALL TO ORDER

- A.1 Roll Call
- A.2 Approval of the Agenda
- A.3 Approval of Draft Meeting Minutes from October 15, 2025
Attachment 1 – Draft Meeting Minutes from October 15, 2025

B. 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 Incorporation Exploration Subcommittee; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or McKinleyville Municipal Advisory Committee 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.*

C. CONTINUED AND NEW BUSINESS

- C.1 WELCOME NEW SUBCOMMITTEE MEMBERS
- C.2. LEGISLATIVE UPDATES
- C.3 CONSIDER APPROVAL OF SCOPE OF WORK FOR INITIAL FEASIBILITY ANALYSIS STATE FUNDING
Attachment 1 – Draft Project Description and Scope
- C.4 DISCUSSION OF AMERICAN PLANNERS ASSOCIATION TEAM AND COMMUNITY ENGAGEMENT
- C.5 UPDATE ON CAL POLY'S RESEARCH GRANT
- C.6 DISCUSSION OF VIDEO PROJECT AND INITIAL FEASIBILITY ANALYSIS GAP FUNDING
- C.7 CONSIDER SUBCOMMITTEE ROLE ASSIGNMENTS
- D. FUTURE AGENDA ITEMS
- E. MEMBER ANNOUNCEMENTS
- F. ADJOURNMENT

Posted 5:00 pm on January 16, 2026

Pursuant to California Government Code Section 54957.5, this agenda and complete Board packet are available for public inspection on the web at <https://humboldt.gov/238/McKinleyville-Municipal-Advisory-Committ> or upon request at the Humboldt County Clerk, 825 5th Street, Eureka. If you would like to receive the complete packet via email, free of charge, contact the Clerk of the Board at cob@co.humboldt.ca.us to be added to the emailing list. The MMAC 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 Clerk of the Board at cob@co.humboldt.ca.us. Notification 48 hours prior to the meeting will enable the Clerk to make reasonable arrangements for accommodation.

**McKinleyville Incorporation Exploration Sub-Committee (MIESC)
Regular Meeting
October 15, 2025– 4:00 p.m.**

Committee Members Present: Mary Burke, Lisa Dugan, Pat Kaspari

Guests: Collette Santsche, Executive Director, Humboldt LAFCo (via Zoom)
Steve Madrone, Humboldt County 5th District Supervisor (via Zoom)
Jesse Miles, Executive Director, McKinleyville Chamber of Commerce

Absent: Kevin Jenkins

Call to order at 4:00 p.m.

A.1 Roll Call

A.2 Approval of agenda:

Motion: It was moved to approve the agenda.

Motion: Kaspari **Second:** Burke

Ayes: Burke, Dugan, Kaspari.

Nays: None.

Absent: Jenkins.

A.3 Approval of of Draft Meeting Minutes from August 20, 2025 and September 17, 2025

Motion: It was moved to approve the draft meeting minutes.

Motion: Burke **Second:** Kaspari

Ayes: Burke, Dugan, Kaspari.

Nays: None.

Absent: Jenkins.

B. Public Comment

Public comment was provided by Adelene Jones.

C.1 Discussion of Committee Members and Roles

Lisa Dugan announced that her McKinleyville Municipal Advisory Committee (MMAC) term is ending and will no longer be an appointee but she intends to submit an application go continue as a public member on MIESC.

It was clarified that Mary Burke and Kevin Jenkins are representing MMAC on the MIESC and Pat Kaspari is representing McKinleyville Community Services District as its General Manager.

Further appointments of MMAC members will await the seating of new MMAC appointees in December.

C.2 Continued Discussion Regarding Engagement with American Planners Association

Lisa Dugan provided a brief recap of the September 17th, 2025 community tour and special meeting of the MIESC with representatives of the American Planners Association.

The committee discussed a list of identified tasks received from the planners and sorted them into tasks that could be completed by MIESC and what should be assigned to the planners. Further, it was discussed what work could be done by the planners to reduce costs of the initial feasibility analysis.

C.3 Continued Discussion of Community Engagement

Some community engagement was discussed under item C.2 and there were no further updates at this time.

C.4 Legislative Activity Updates

There were no legislative activity updates.

F. Adjournment

Meeting adjourned at 5:33 p.m.

McKinleyville Incorporation – Initial Feasibility Analysis

Project Description and Scope

Project funding will support preparation of an Initial Feasibility Analysis (IFA) to evaluate the fiscal and operational feasibility of incorporating the community of McKinleyville as a city. The IFA will provide an objective, high-level assessment of whether incorporation is financially and operationally viable and whether it merits further advancement through the Local Agency Formation Commission (LAFCo) process.

To maximize limited funding and ensure efficient use of consultant resources, this effort intentionally builds upon and coordinates with prior and parallel planning work. A foundational exploratory study prepared by Cal Poly Humboldt established baseline demographic, service delivery, and comparative fiscal context for McKinleyville incorporation. In addition, Cal Poly Humboldt has received separate funding for an Economic Development Study, including a community and business needs assessment scheduled for completion in 2026, which will further inform long-term governance and service considerations.

Early-stage planning and community engagement will also be supported by the American Planning Association California Chapter’s Planner Emeritus Network – Community Planning Assistance Team (CPAT). The CPAT will assist with evaluating service delivery options, boundary alternatives, and community priorities through facilitated discussions and community meetings. This work is intended to help identify a preferred planning alternative—including preliminary boundary and service assumptions—that can be carried forward into the IFA.

By leveraging academic research and volunteer planning assistance for preliminary analysis and community engagement, the IFA consultant can focus on targeted fiscal evaluation, service cost modeling, and documentation consistent with recent Initial Feasibility Analyses prepared for other California communities. The IFA is not a Comprehensive Fiscal Analysis (CFA), nor does it initiate incorporation; rather, it is intended to inform community discussion, decision-making, and potential next steps.

Scope of Work and Key Tasks

The Initial Feasibility Analysis will include the following core tasks:

1. Baseline Review

- Review prior exploratory studies and planning materials prepared by Cal Poly Humboldt and the APA Community Planning Assistance Team. Confirm the preferred planning alternative, including preliminary boundary and service

responsibility assumptions, and establish the analytical framework for the IFA.

- Summarize existing municipal services currently provided by Humboldt County and special districts and identify, at a conceptual level, which services would likely transition to a new city versus remain with existing providers.

2. Preliminary Fiscal Assessment

- Prepare a high-level municipal budget forecast for the preferred planning alternative, including estimated revenues and expenditures for core municipal services, and discussion of reserve assumptions, fiscal risks, and key sensitivities.
- Estimate baseline municipal revenues that could be available to a new city, including property tax, sales tax, and other general revenues.
- Develop high-level expenditure estimates for core municipal services, using comparable California cities and applicable county cost data.
- Evaluate preliminary fiscal balance, including consideration of reserves and overall structural feasibility.

3. Interagency and Revenue Neutrality Considerations

- Identify potential fiscal impacts to Humboldt County and other affected agencies at a high level.
- Describe revenue neutrality concepts that would apply if an incorporation application were pursued, recognizing that detailed negotiations are beyond the scope of the IFA.

4. Feasibility Findings and Next Steps

- Summarize key opportunities, constraints, assumptions, and limitations identified through the analysis.
- Identify conditions under which incorporation may be more or less feasible.
- Outline recommended next steps if the community elects to proceed, including additional community outreach, boundary refinement, and LAFCo application requirements.

Project Deliverables

The project will result in:

- A draft and final Initial Feasibility Analysis report suitable for public release.
- Summary tables and graphics illustrating revenues, expenditures, and service responsibilities.
- A clear narrative discussion of feasibility findings, limitations, and recommended next steps.

Project Timeline

The IFA is anticipated to be completed within **4 to 6 months** once launched, depending on data availability, coordination with agencies, and opportunities for community input. The schedule is intended to support informed discussion without delaying future decision points.

Target Population Served

The primary population served by this project includes:

- **McKinleyville residents and property owners**, who will gain clear, factual information about incorporation implications.
- **Community advisory bodies and local stakeholders**, supporting informed dialogue and transparency.
- **Humboldt County and regional agencies**, by clarifying potential service and fiscal implications.
- **Decision-makers**, including advisory committees and LAFCo, should the community elect to pursue formal next steps.