

McKinleyville Incorporation Exploration Sub-Committee (MIESC)
Regular Meeting
January 21, 2026– 4:00 p.m.

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

Guests: Jesse Miles, Executive Director, McKinleyville Chamber of Commerce
(via Zoom)

Alyson Hunter, Planner, Planners Emeritus Network (PEN) (via Zoom)

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: Burke **Second:** Kaspari

Ayes: Burke, Dugan, Kaspari.

Nays: None.

Absent: Jenkins.

A.3 Approval of Draft Meeting Minutes from October 15, 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 Tom Boyer, McKinleyville resident and Carol Schmitt, McKinleyville resident.

C.1 Welcome New Subcommittee Member

Carol Schmitt, applicant for the Subcommittee, introduced herself and gave a brief overview of her past experience.

C.2 Legislative Updates

Lisa Dugan and Mary Burke gave a brief recap of a recent meeting they had with Supervisor Madrone had with Senator McGuire's staff regarding the \$50,000 in state funding earmarked for supporting the Initial Feasibility Analysis to overview administrative requirements and process for the funding.

C.3 Consider Approval of Scope of Work for Initial Feasibility Analysis State Funding

The Subcommittee reviewed the scope of work for the initial feasibility analysis (IFA), considering potential contractors. They discussed the timeline for the IFA, data collection needs, and the importance of consolidating various data sources into a cohesive report. The group also discussed coordinating with Josh Zender regarding Cal Poly Humboldt's Economic Development Study, which will include community engagement through surveys and focus groups, and community outreach by the Planners Emeritus Network Community Planning Assistance Team currently engaged by the Subcommittee.

The assignment of a project manager was also discussed, and it was determined a discussion would need to be had with County staff to determine the appropriate party.

Motion: It was motioned for Pat Kaspari to make suggested edits to the scope of work document for the IFA study, submit it to Mary Burke for review before submission to Collete Santsche, Humboldt LAFCo Executive Director, and Jessica Maciel, Deputy County Administrative Officer.

Motion: Kaspari **Second:** Dugan

Ayes: Burke, Dugan, Kaspari.

Nays: None.

Absent: Jenkins.

C.4 Discussion of American Planners Association Team and Community Engagement

Lisa Dugan gave a brief report out of a meeting between her, Mary Burke, and Alyson Hunter on January 16. Alison Hunter gave an update on contact she has had with the County regarding data procurement and confirmed that she will work on coordination with Josh Zender.

C.5 Update on Cal Poly's Research Grant

There were no further updates to discuss.

C.6 Discussion of Video Project and Initial Feasibility Analysis Gap Funding

Mary Burke gave a brief review of the discussion on the project idea to date including seeking willing participants and a place to store potential donation funds raised.

C.7 Consider Subcommittee Role Assignments

The subcommittee determined that it would be appropriate for new applicants to the Subcommittee be seated before assigning roles.

D. Future Agenda Items

E. Member Announcements

Jesse Miles provided a reminder of the State of McKinleyville Event at 5:30 p.m. at Azalea Hall on January 29, 2026.

F. Adjournment

Meeting adjourned at 5:27 p.m.