

**McKinleyville Incorporation Exploration Sub-Committee (MIESC)**  
**Special Meeting**  
**February 25, 2026– 4:00 p.m.**

**Committee Members Present:** Lisa Dugan, Kevin Jenkins, Pat Kaspari, Carol Schmitt

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

Tracy Welston, Student, Cal Poly Humboldt

**Absent:** Mary Burke

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:** Jenkins **Second:** Schmitt

**Ayes:** Dugan, Jenkins, Kaspari, Schmitt

**Nays:** None.

**Absent:** Burke

**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:** Dugan, Jenkins, Kaspari, Schmitt

**Nays:** None.

**Absent:** Burke

**B. Public Comment**

Elaine, McKinleyville resident, gave public comment.

**C.1 Welcome New Subcommittee Member**

Lisa Dugan introduced and welcomed Carol Schmitt, new Subcommittee member. Ms. Schmitt introduced herself and gave a brief overview of her experience.

**C.2 Legislative Updates**

There were no legislative updates to discuss.

### **C.3 Discuss Next Steps of Initial Feasibility Analysis (IFA) Grant Funding and IFA**

Lisa Dugan reviewed the process of obtaining the \$50,000 in state support for the IFA by way of Senator McGuire and the County's administration of the funding. The Subcommittee reviewed the revised scope of work document for the initial feasibility analysis (IFA). Kevin Jenkins requested that tracking funds for transparency be ensured.

**Motion:** It was moved to approve the scope of work document and send it to the County

**Motion:** Jenkins **Second:** Kaspari

**Ayes:** Dugan, Jenkins, Kaspari, Schmitt

**Nays:** None.

**Absent:** Burke

**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 Discuss Next Steps of Community Planners Assistance Team (CPAT) Project and Community Engagement**

Lisa Dugan reported that the CPAT team has met with Professor Josh Zender's team at Cal Poly Humboldt to coordinate Cal Poly's Economic Development study with their efforts.

### **C.5 Discuss Cal Poly Humboldt McKinleyville Economic Development Study**

Lisa Dugan gave an overview of the ongoing Cal Poly study.

Tracy Welston, student at Cal Poly Humboldt collaborating with Professor Zender, gave a brief update of the current progress of the study.

Jesse Miles confirmed that students have been visiting McKinleyville businesses, informing them about the survey for the study.

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

Lisa Dugan gave a brief overview of the previous discussion on the project. Pat Kaspari mentioned the intent would be to accompany the video with a link for the option to donate funds that could provide gap funding for the IFA. Kevin Jenkins reiterated that it is challenging to get folks in front of the camera and reiterated that the content of the video is neutral and intended to inform the public about the incorporation process. Subcommittee discussion ensued.

### **C.7 Consider Subcommittee Role Assignments**

The Subcommittee discussed and determined roles would remain constant for the time being.

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The Subcommittee had a brief discussion around the change of meeting time. No decisions were made.

### **D. Future Agenda Items**

Carol Schmitt requested a discussion of creating a consolidated timeline of the Subcommittees work to date and ongoing projects.

### **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.